



---

*School Based Student Reporting*

*Version 5.0*



**SBSR v5.0 Software User Guide**  
**Secondary Schools**  
(February 2011)

## TERMINOLOGY

The screenshot displays the NEALS Curriculum K-12 interface. On the left is a navigation menu with items like 'ERN School Enrolment', 'School Reference Data', 'Curriculum Reference Data', 'Best Start and SBSR', 'Reporting Period Maintenance', 'Reporting Group Maintenance', 'Enter Student Results', 'Manage Student Status', 'Reports', 'Scheduled Jobs', 'General Functions', 'My Reports', 'My Profile', and 'Log off'. The main content area is titled 'Report' and contains several tabs: 'SBSR Report - Peer Comparison', 'SBSR Report - Progress', 'SBSR Report - RTP Summary', and 'SBSR Report - Report To Parent'. The 'SBSR Report - Progress' tab is active. Below the tabs, there are form fields for 'Organisational Unit/School', 'Roll Class' (a drop-down menu showing 'YEAR K-2'), and 'Focus' (a drop-down menu showing 'ALL'). A 'Report Schedule' window is open, showing a 'Report Name' field, a 'Run Report' drop-down menu (showing 'Now'), an 'Email Notification' checkbox, and a 'Schedule Report' button. Callouts identify these elements: 'Navigation buttons' points to the left menu, 'Tabs' points to the report tabs, 'Drop down menu' points to the 'Roll Class' and 'Focus' menus, 'Check box' points to the 'Email Notification' checkbox, and 'Button' points to the 'Schedule Report' button.

## CONTENTS

---

|   |    |
|---|----|
| Terminology .....   | 2  |
| Process for implementing SBSR .....   | 6  |
| Preparing to Use SBSR software .....  | 10 |
| Security levels within SBSR.....  | 11 |
| Modifying security levels within SBSR .....   | 12 |
| Allocating SBSRv5 Rights Using the Access Management Utility (AMU) .....              | 12 |
| Revoking CRD - 'Curriculum Reference Database' Rights .....                           | 13 |
| Revoking ERN- 'Enrolment and Registration Number' Rights .....                        | 14 |
| Setting Preferences within SBSR software – My Profile.....                            | 15 |
| CURRICULUM MAINTENANCE .....  | 16 |
| Checking Curriculum Offered by the School.....  | 16 |
| Creating School Based Curriculum.....   | 17 |
| Creating a New School Curriculum Offer .....  | 18 |
| Creating a New School Curriculum Offer By Cloning.....                                | 20 |
| Customising Learning Areas or Unit of Competency for Curriculum Offered.....          | 23 |
| Adding a Learning Area or Unit of Competency .....                                    | 24 |
| Removing a Learning Area or Unit of Competency .....                                  | 26 |
| Creating School Based Comment Starters.....   | 28 |
| Adding a Comment Starter to a Curriculum Offer.....                                   | 28 |
| Adding a Comment Starter to a Curriculum Learning Area or VET Unit of competency..... | 29 |
| Cloning the Entire Curriculum from One Academic Period to Another .....               | 31 |
| Curriculum Reference Database Reports .....   | 31 |
| Validation Report .....   | 34 |
| PLACE MANAGEMENT- ERN SCHOOL ENROLMENTS.....  | 36 |
| Checking School Enrolments and Classes .....  | 36 |
| Creating a New Course .....   | 37 |
| Creating New Course from Scratch .....  | 37 |
| Creating an ESL or Learning Adjustment Course.....                                    | 41 |

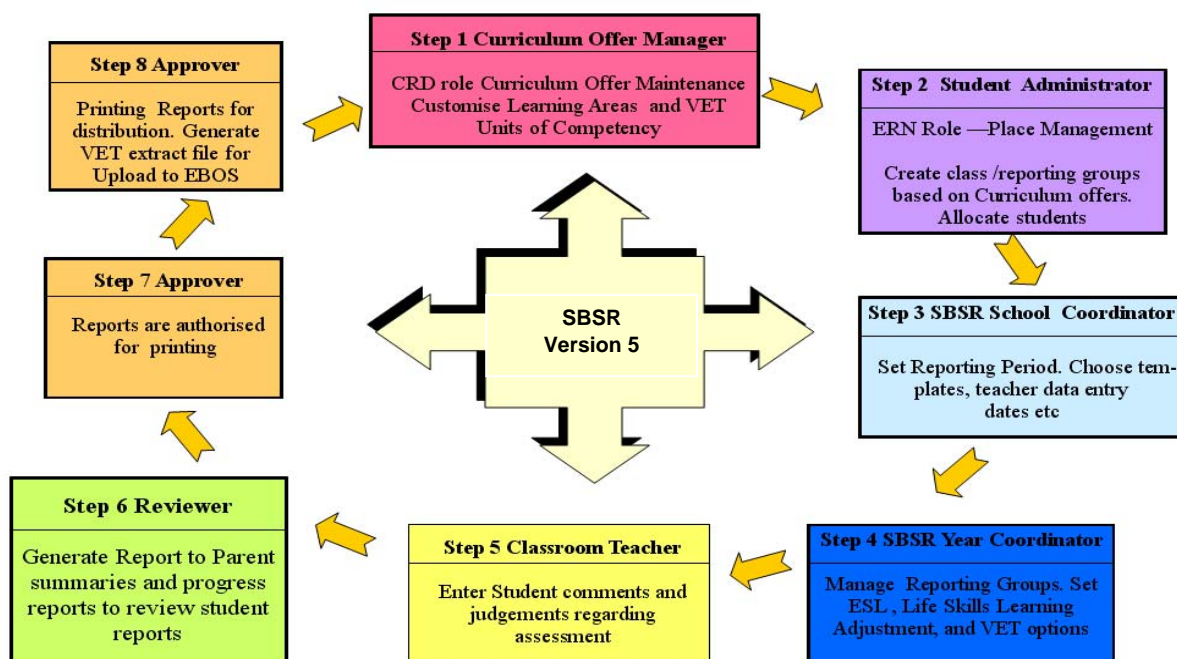
|   |    |
|---|----|
| Creating a Vocation Education & Training (VET) Course .....                                 | 45 |
| Cloning an Existing Course .....  | 50 |
| Listing the Existing course in your School .....  | 50 |
| Cloning an Existing Course .....  | 51 |
| Adding a Staff Member to a Course .....   | 53 |
| Selecting a Teacher Linked with Your School .....   | 55 |
| Adding a New Teacher to a Course .....  | 55 |
| Changing a Teacher Allocated to a Course .....  | 56 |
| Removing a Teacher from a Course .....  | 57 |
| Adding Students to a Course .....   | 57 |
| Transferring Students to a Course .....   | 60 |
| Creating a Student Activity for SBSR Reporting .....  | 62 |
| REPORTING PERIOD MAINTENANCE .....  | 65 |
| Setting Up a SBSR Reporting Period .....  | 65 |
| Creating a Reporting Period .....   | 65 |
| Selecting a Reporting Template .....  | 66 |
| Selecting Scholastic Years and Cut-Off Dates .....  | 67 |
| Set Reporting Parameters .....  | 67 |
| Importing From ERN .....  | 71 |
| Modifying a Reporting Period .....  | 71 |
| Cancelling a Reporting Period .....   | 72 |
| Re-Activating a Reporting Period .....  | 73 |
| Cloning a Reporting Period .....  | 73 |
| REPORTING GROUP MAINTENANCE .....   | 74 |
| Checking and Adjusting Non VET Reporting Groups .....                                       | 74 |
| Setting Non VET Reporting Groups for Teacher Data Entry .....                               | 75 |
| Setting VET Reporting Groups for Teacher Data Entry .....                                   | 75 |
| Editing Learning Areas and Units of Competency within a Reporting Group .....               | 76 |
| Adding students to a Reporting Group after the Reporting Period “to date” has expired ..... | 78 |
| Adding a Reporting Group after Teacher Data Entry .....                                     | 79 |

|   |     |
|---|-----|
| Entering Student Results.....                               | 80  |
| Data Entry - By Student- NON VET COURSES .....              | 81  |
| Data Entry - By Student- VET COURSES.....                   | 85  |
| Data Entry - By Course - - NON VET COURSES .....            | 88  |
| Data Entry - By Course - VET COURSES .....                  | 91  |
| Completing the General Comment .....                        | 92  |
| <b>Managing</b> The Quality Assurance Process.....          | 93  |
| Manage Student Status.....                                  | 96  |
| Completing the Report & Reviewing for Accuracy .....        | 96  |
| Completing Student Attendance Information.....              | 97  |
| Cancelling a Reporting Group after Teacher Data Entry ..... | 98  |
| Cancelling/Uncancelling an entire Student Report.....       | 99  |
| Approving Reports for Printing.....                         | 100 |
| PRINTING FROM SBSR SOFTWARE .....                           | 103 |
| Printing Student Reports.....                               | 103 |
| Printing Peer Comparison Report .....                       | 104 |
| Printing Progress Reports.....                              | 105 |
| Printing Report To Parent Summary (RTP) .....               | 106 |
| Printing Student Group Listing Report.....                  | 107 |
| Printing Requested Reports To a Local Printer .....         | 108 |
| Unzipping -Using the Right Click Method.....                | 110 |
| Unzipping - Using Winzip Wizard.....                        | 111 |
| Printing the Final Report.....                              | 113 |

## PROCESS FOR IMPLEMENTING SBSR

| Responsibility                            | Task   | Details  |
|---|--|--|
| Curriculum Learning and Innovation Centre | Define Curriculum, Learning Areas and Comment Starters Management if CRD. Make available online resources for SBSR implementation.   |  |
| School Principal                          | Allocate permissions to school staff to use SBSR, through the Access Management Utility.   | Access AMU through the Portal. ERN, CRD and SBSR may need to be allocated  |
| CRD Curriculum Offer Manager              | Review 'Curriculum Offer Maintenance'. Customise Learning Areas associated with curriculum. Managed Units of Competency for VET Courses  | Check to see if courses to be reported on at the school exist within Curriculum Offer Maintenance. Customise Learning Areas and Units of Competency associated with courses offered. |
| ERN Group Offer Manager                   | Ensure the accuracy of reporting groups. Create 'courses' where necessary and link to new Curriculum Offers. Create 'other activities' groupings. Create groups for ESL VET and Learning Adjustments where required. | Check that correct teacher and students are allocated to appropriate classes. Ensure that appropriate courses/groupings have been created.   |
| SBSR School Co-ordinator                  | Set up SBSR 'reporting period.'  | Allocate dates for teacher data entry, reviewing and approving. Customise SBSR reporting templates to meet the needs of school.  |

|                        |   |  |
|------------------------|---|--|
| SBSR Year Co-ordinator | Set up new reporting groups if required. Set ESL, VET and Learning Adjustment reporting options. Check reporting groups and make them available for teacher data entry.<br>Generate VET extract file for Upload to EBOS if required | Check classes and ensure that all courses are correctly labelled and linked to teachers. |
| Teacher                | Complete data entry.<br>Tag reports as ready for review.  | Data can be entered by student or course.  |
| Reviewer               | Review judgements made within SBSR. Mark report ready for issue.  | Reviewing teachers check judgements made and set SBSR report for printing.               |
| Approver               | Approve report for printing.  | Print the SBSR report.   |



| Task   | Software Location  | Role                         |
|--|--|------------------------------|
| <b>Step 1</b><br>Create Curriculum Offers if necessary<br>Clone DET Curriculum Offers if necessary<br>Customise Learning Areas<br>Attach Units of Competency for VET Curriculum Offers | <b>Curriculum Reference Data</b><br>Curriculum Offer Maintenance | CRD Curriculum Offer Manager |
| <b>Step 2</b><br>Create courses<br>Allocate students<br>Add a teacher to a group<br>Create ESL/LA/ Life Skills/ VET groups if necessary<br>Create 'Other Activity' groups              | <b>ERN</b><br>Place Management<br>Student Group Offers tab       | ERN Group Offer Manager      |
| <b>Step 3</b><br>Set Reporting period, choose templates, data entry dates.<br>Select VET template reporting options  | <b>Best Start and SBSR</b><br>Reporting Period Maintenance       | SBSR School Coordinator      |
| <b>Step 4</b><br>Check Reporting Groups<br>Add new reporting groups where required<br>Set ESL, Learning Adjustment, Life Skills and VET Options<br>Change Status of reporting          | <b>Best Start and SBSR</b><br>Reporting Group Maintenance        | SBSR Year Coordinator        |



|   |   |                       |
|---|---|-----------------------|
| groups from 'draft' to 'available'  |   |                       |
| <b>Step 5</b><br>Enter judgements and comments<br>Tag reports as 'ready for review' | <b>Best Start and SBSR</b><br>Enter Student Results | Class teachers        |
| <b>Step 6</b><br>Generate RTP summaries and review reports                          | <b>Best Start and SBSR</b><br>Reports               | Reviewer              |
| <b>Step 7</b><br>Approve reports for printing                                       | <b>Best Start and SBSR</b><br>Manage Student Status | Approver              |
| <b>Step 8</b><br>Print Reports  | <b>Best Start and SBSR</b><br>Reports               | Approver              |
| <b>Step 9</b><br>Generate VET extract file for Upload to EBOS if required           | <b>Best Start and SBSR</b><br>Reports               | SBSR Year Coordinator |

## PREPARING TO USE SBSR SOFTWARE

---

If you are planning to adopt SBSRv5, there are several tasks that need to be undertaken before using the software. These can be done at any time.

- **Check that all potential users of the software, including all teachers, know their DET login names and passwords.** If staff do not know these details, they should call the ITD Helpdesk on 1800 338 483.
- **Review and update your school's ERN data.** SBSRv5 will download a range of data from your school's ERN records, including students' names, teachers' names and serial numbers, subjects and class lists. Although SBSRv5 allows for changes to be made to data while it is being used, accurate initial data will mean that the workload for school staff later in the process will be minimised.
- **Ensure that you have an agreed and efficient process in the school for making decisions about reports to parents.** During the process of setting up your school's reports using SBSRv5, you will be required to make decisions about reporting periods, templates and other matters. In most cases, these school-based choices will best be determined in consultation with staff and perhaps parents.
- **Check that your reporting timeline includes some allowance for staff training in SBSRv5.** SBSRv5 has been made as user-friendly as possible, but users in all roles will still need support. While a range of on-line and other support is available, you should ensure that your in-school reporting timelines for the various grades allow for teachers and other staff to acquire familiarity with the software.
- **Check the 'condition' of your school's logo.** The capacity of SBSRv5 to show your school's logo on reports will require that you provide an image to the DET Information Technology Directorate (ITD) that meets certain technical specifications. (See <http://www.curriculumsupport.education.nsw.gov.au/timetoteach/report/sbsr/administrators.htm>).
- **Check the printer and other hardware capability in your school.** Once the SBSRv5 reports have been written and approved, they will be provided to the school as pdf files. The school will need the capacity to print those files to an acceptable standard.

Similarly, it would be advisable to check arrangements for staff access to computers with adequate internet connection for completion of their data entry within the reporting timeframes.

For schools using Macintosh platforms, it will be necessary to ensure that the Firefox v1.5.0.5 (or later) internet browser is installed on each computer.

## SECURITY LEVELS WITHIN SBSR

---

SBSRv5 is 'roles-based' – it requires the Principal to assign a role to every user. Most users will be assigned the role of 'teacher' but other important roles include 'Curriculum Offer Manager', 'Student Administrator', 'School Coordinator', 'Year Coordinator', 'Reviewer' and 'Approver'.

### **Curriculum Offer Manager**

This is a CRD (Curriculum Reference Data) role. Staff assigned this role can customise curriculum offered at a school and adjust learning areas.

### **Group Offer Manager**

This is an ERN role. Staff allocated this role can create courses, and student groups for ESL and Learning Adjustments.

### **Student Activities Manager**

This is an ERN role. Staff allocated this role are responsible for setting up 'other activities' groups within the school and may attach students to these groups if required.

### **SBSR School Co-ordinator**

This is a School Based Student Reporting role. The SBSR School Co-ordinator:

- chooses the reporting template and makes decisions around the look and feel of the report;
- is responsible for entering teacher data entry dates, reviewing dates and date of issue;
- selects 'Other Activities' to be included in the report for each year cohort; and,
- is required to set up student personal profiles.

### **Year Coordinator:**

This is a School Based Student Reporting role. The Year Co-ordinator:

- checks classes and ensures that all courses are correctly labelled and linked to teachers; and,
- Sets ESL, Learning Adjustment Life Skills and VET reporting options.
- Is responsible for generating VET results extract file (if applicable) for uploading to the EBOS website

### **Reviewer:**

This is a School Based Student Reporting role. The reviewer:

- can view all reports within SBSR and advise changes to be made where appropriate.

### **Approver**

This is a School Based Student Reporting role. The Approver:

- reviews and confirms that the reports are ready to print.

## MODIFYING SECURITY LEVELS WITHIN SBSR

By using the Access Management Utility (AMU) the Principal will be able to check that all members of staff can access SBSRv5. This application is accessible through the DET portal. The Principal can vary the rights of staff to use SBSR software at any time. Should a staff member's name not appear within the AMU listing then a call to the ITD helpdesk (1800 338 483) will be required.

SBSRv5 will also require Principals to allocate rights to ERN and CRD (Curriculum Reference Data). Staff with these roles can undertake common student administration functions within Enrolment Registration systems and customise 'Curriculum Offerings' available at the school.

### Allocating SBSRv5 Rights Using the Access Management Utility (AMU)

1. Principal is to log on to DET portal using DET Username and Password
2. Select the '**My applications**' tab
3. Select AMU hyperlink
4. Click radio button that appears next to RAP- Best Start and School Based Student Reporting Version 4

The screenshot shows the 'Access Management Utility' interface. At the top, there's a navigation bar with tabs: Home, Policies & procedures, School administration, TAFE & community education, Employee essentials, Department resources, and Curriculum resources. Below this, a sidebar on the left contains 'View Help', 'Home', and 'Logoff'. The main content area is titled 'Access Management Utility' and shows a welcome message for 'STEPHEN.SERGIS'. It prompts the user to select a Location and an Application. The 'Location(s)' dropdown is set to 'Abbotsford Public School - 1001'. Under 'Application(s)', there are five radio button options:
 

- AMU - Access Management Utility
- CRD - Curriculum Reference Database
- ERN - Enrolment and Registration Number
- RAP - Best Start(BS) & School Based Student Reporting Version 4(SBSR V4)** (This option is selected)
- SBSR - School Based Student Reporting Version 3 (2006 to Term 1 2009)

 A blue callout box with the text 'Click the button next to RAP- Best Start & School Based Student Reporting' points to the selected radio button. A 'Next' button is located at the bottom right of the application list. The footer of the page includes the URL 'www.nsw.gov.au' and the text 'Page last updated 04 March, 2009 7:32pm'.

Allocate SBSR rights to staff using the check boxes that appear next to their name. Rights are given in real time. This means that once the check box is selected, the staff member will have the rights allocated, on next login to the portal.

Our Intranet  
NSW Department of Education & Training

Home Policies & procedures School administration TAFE & community education Employee essentials Department resources Curriculum resources

View Help Home Logoff

Best Start(BS) & School Based Student Reporting Version 4(SBSR V4) - Public School

\* This is a real-time application, as you make changes on this screen user records & security profiles are being updated immediately.  
\* Some Staff members are listed twice at the same location because they hold two positions at that location, i.e.: A full time/Temporary position or a Casual position.

Filter : Teacher ☒ Non-Teacher ☒ Casual Teacher ☒ Casual Non-Teacher ☒ Others ☒ Show Position ☐

| Staff List | (BS) Coordinator         | (BS) Reports             | (BS) Reviewer            | (BS) Teacher             | (SBSR) Approver                     | (SBSR) Reviewer                     | (SBSR) School Coordinator           | (SBSR) Teacher                      | (SBSR) Year Coordinator             |
|------------|--------------------------|--------------------------|--------------------------|--------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Bridget    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Michelle   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Jennifer   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Jennifer   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Fin        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |

### PLEASE NOTE

If the SBSR School Co-ordinator or SBSR Year Co-ordinator role is allocated, then the system will automatically give rights to 'Curriculum Offer Manager Role' found within the CRD- Curriculum Reference database and 'Student Group offer' found within ERN Enrolment and Registration Number . These rights are required to set up SBSR reporting. Principals may revoke these rights if they wish.

## Revoking CRD - 'Curriculum Reference Database' Rights

Click the radio button that appears next to CRD - Curriculum Reference Database.

Access Management Utility: Home Page

Our Intranet  
NSW Department of Education & Training

Home Policies & procedures School administration TAFE & community education Employee essentials Department resources Curriculum resources

View Help Home Logoff

Access Management Utility.

Welcome STEPHEN.SERGIS

Please select a Location (+ Org Unit for TAFE Colleges) and Application, then click the Next button to continue.

Location(s)

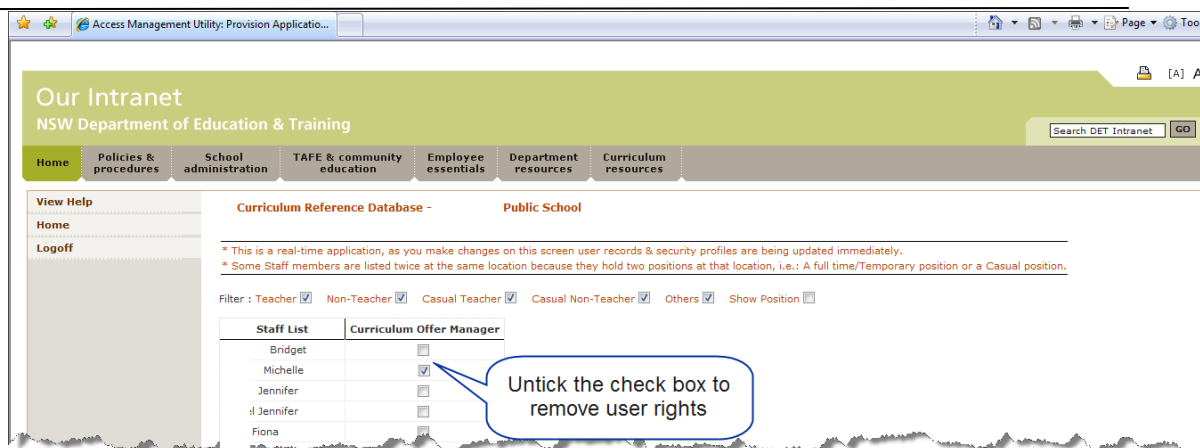
Application(s)

- ☒ AMU - Access Management Utility
- ☐ CRD - Curriculum Reference Database
- ☐ ERN - Enrolment and Registration Number
- ☐ RAP - Best Start(BS) & School Based Student Reporting Version 4(SBSR V4)
- ☐ SBSR - School Based Student Reporting Version 3 (2006 to Term 1 2009)

Next

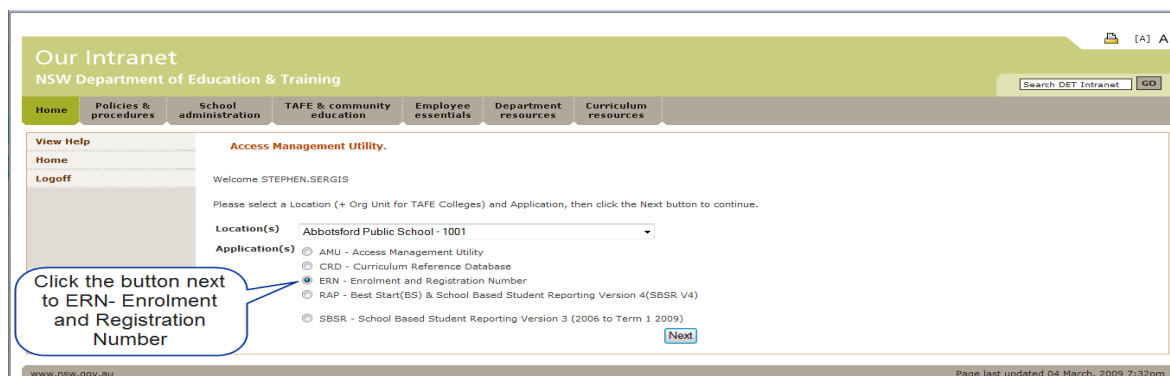
www.nsw.gov.au Page last updated 04 March, 2009 7:32pm

To remove rights, click on the ticked check box that appears next to the staff member's name. The tick will disappear once selected. Rights can be reinstated by clicking the check box a second time.

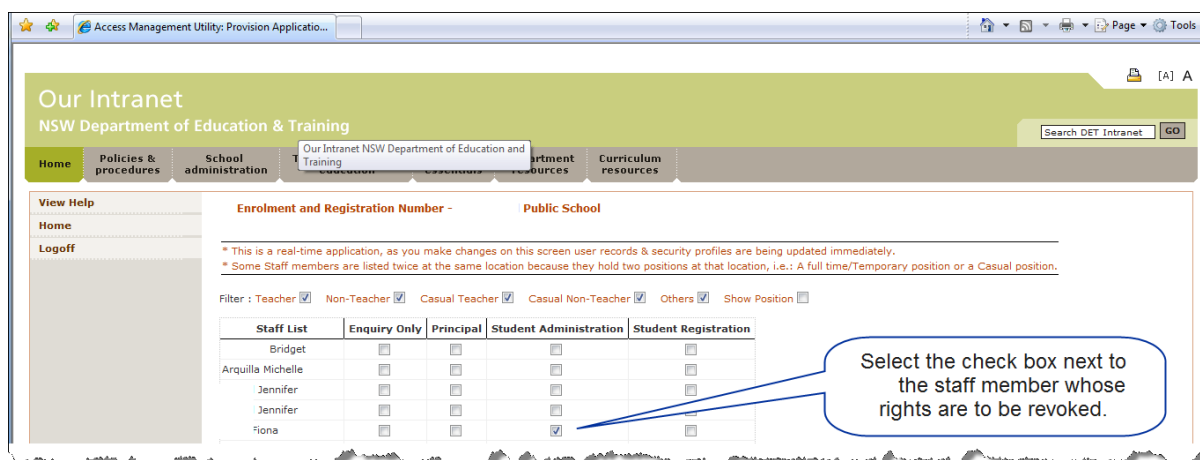


## Revoking ERN- 'Enrolment and Registration Number' Rights

Click the radio button that appears next to ERN - Enrolment and Registration Number.



To remove rights, click on the ticked check box that appears next to the staff member's name. The tick will disappear once selected. Rights can be reinstated by clicking the check box a second time.



If a staff member does not appear within the list presented, the principal will need to contact the Helpdesk on 1800 338 483.

## SETTING PREFERENCES WITHIN SBSR SOFTWARE – MY PROFILE

Teachers of SBSR can adjust a limited number of preferences when using the software. Options which can be set by the user include:

**Inactivity Timeout:** This setting determines the length of time a teacher can remain logged on to the software without saving their data. Users can set this setting from 30 minutes to 330 minutes.

**Inactivity Warning Sound:** Choice of warning sound given by the software when a user is within 5 minutes of being logged off.

**Default School:** In situations where a teacher has been given access to a number of different schools the software will allow a default school to be selected.

**Show Page Header:** Allows for the removal of the Department of Education and Training Logo and “Welcome to NSW Public Schools” header from each screen.

**Show Message Image:** This removes the icon displayed when the software is processing a request from the user.

**In tables show:** Allows users to determine the use of text or Board of Studies codes within VET SBSR reports.

**Print my Ghosted Enrolment forms with the ghosted text.** Allows for DET enrolment forms to be printed, prefilled with data found within ERN. Users can set the transparency of text

**Run in Quick mode:** Allows for faster searches in ERN Student enquiry screens.

**Mail subscription to InErnest:** Requests a subscription to the In Ernest newsletter.

**Enter Students Results by:** Allows teachers to choose the default method of entering student data within SBSR software and Best Start. Two options are available. ‘By Student’ or, ‘By Course’.

At the bottom of this screen, teachers can identify to which ITD server they are currently logged on.

**My Profile**

**General User Preferences**

Inactivity Timeout (minutes) : 330

Inactivity Warning Sound : Silent

Default School : Westfields Sports High School

Show Page Header : Yes

Show Message Image : Yes

In tables show : Names

**ERN Preferences**

Print my Ghosted Enrolment forms with the ghosted text : Default

Run in quick mode : Yes

Mail subscription to InErnest : Yes

eMail Address : stephen.sergis@det.nsw.edu.au

**Best Start and SBSR Preferences**

Enter Student Results By : Course

**RMU**

Show Written Off devices default : No

Show full student details : No

**Other Information**

You are currently logged on to the server ut-as2.itbcorpappu.det.nsw.edu.au

Save

## CURRICULUM MAINTENANCE

### Checking Curriculum Offered by the School

When preparing to implement SBSR software and tailor reports to individual school specifications, it is necessary to confirm all curriculum (subjects/KLAs) offered and add supplementary curriculum where required. Where schools offer courses outside the standard Board of Studies courses embedded within ERN, e.g. a school developed course such as 'School to Work Transition Program', the curriculum offer creation process will need to be followed within SBSR.

To view all the curriculum offered at your school, choose the 'Curriculum Offer Maintenance' navigation button.

The screenshot shows the SBSR interface. On the left is a navigation menu with options: ERN School Enrolment, Curriculum Reference Data, Curriculum Offer Maintenance (highlighted), General Functions, My Reports, My Profile, and Log off. A callout bubble points to 'Curriculum Offer Maintenance' with the text 'Choose Curriculum Offer Maintenance'. The main area is titled 'Curriculum Offer Maintenance' and contains a 'Search Criteria' section. This section has three sub-sections: 'Curriculum Offer Details' with fields for 'Organisational Unit/School' (with a search icon), 'Offering Status' (a dropdown menu set to 'ALL'), and 'Academic Period' (a date range dropdown set to '2008 Calendar Year (29/01/2008 to 21/12/2008)'); 'KLA/Subject Details' with fields for 'Scholastic Year' (a dropdown menu set to 'Kindergarten'), 'Learning Program Type' (a dropdown menu set to 'Standard (Normal)'), and 'KLA/Subject' (a dropdown menu set to 'ALL'); and a 'Go' button. A callout bubble points to the 'Go' button with the text 'Click go'. Another callout bubble points to the 'Learning Program Type' dropdown with the text 'Click the drop down menu to select ESL and Learning adjustment filtering'. A third callout bubble points to the 'KLA/Subject' dropdown with the text 'Select an individual subject or all KLAs'. At the bottom of the search criteria section is a 'Create' button. The footer of the screen says 'For assistance'.

The 'Curriculum Offer Maintenance' screen will allow users to filter curriculum being offered according to:

**Offering Status** -four options are available:

- **Draft** - lists curriculum that is in preparation of being offered to particular classes;
- **Available** - lists Curriculum Offers which are ready to be attached to particular class/es;
- **Cancelled** - lists Curriculum Offers that have been previously cancelled;
- **All** - lists all Curriculum Offers attached to the school, independent of their offering status.

**Academic Period:** A period of time that reflects a portion of a school year (i.e. from the first day of Term 1 to the last day of Term 4).

**Scholastic Year:** A Year cohort within the school. (E.g. Year 1, Year 8)

**Learning Program Type:** Lists the types of curriculum being offered at the school. Options may include Standard, English as a Second Language, Learning Adjustment, Life Skills or Vocational Educational Training (VET). Once required filters have been selected, click 'Go'.



The screenshot shows the 'Curriculum Offer Maintenance' window. At the top, there are tabs for 'Curriculum Offer Maintenance' and 'Bulk Clone Curriculum Offers'. Below this is a 'Search Criteria' section with two main categories: 'Curriculum Offer Details' and 'KLA/Subject Details'.

**Curriculum Offer Details:**

- Organisational Unit/School:** A dropdown menu with 'School' selected.
- Offering Status:** A dropdown menu with 'Available' selected.
- Academic Period:** A dropdown menu with '2011 Calendar Year (01/01/2011 to 17/12/2011)' selected.

**KLA/Subject Details:**

- Scholastic Year:** A dropdown menu with 'Year 11' selected.
- Learning Program Type:** A dropdown menu with 'Standard (Normal)' selected.
- KLA/Subject:** A dropdown menu with 'ALL' selected.

Below these fields are two checkboxes labeled 'Show DET Curriculum Offers :', both of which are unchecked. A 'Go' button is located below the checkboxes.

Callouts point to specific features:

- 'Click here to clone/duplicate Curriculum Offer' points to a button in the top right corner.
- 'Click here to write comment starter' points to a button in the top right corner.
- 'Click here to view Learning Areas or Units of Competency for VET curriculum offers' points to a button in the top right corner.
- 'School customised courses' points to a small house icon in the first column of the table.

The table below lists curriculum offers:

|   | Curriculum Offer Name      | Offer Code                 | OASIS | LPT | Status |
|---|----------------------------|----------------------------|-------|-----|--------|
| 1 | Mathematics - Advanced     | Mathematics - Advanced     | MA5   |     |        |
| 2 | Mathematics - Intermediate | Mathematics - Intermediate | MA6   |     |        |
| 3 | Mathematics - Standard     | Mathematics - Standard     | MMA0  |     |        |

A screen will appear listing curriculum being offered at the school. Click in the check box to display all DET offers associated with the Year cohort selected. School created or customised curriculum will appear with the 🏠 symbol.

## Creating School Based Curriculum

SBSRv5 allows schools to create or customise existing curriculum to meet their needs. Schools can:

- add or remove learning areas
- rename Curriculum Offers
- determine which Curriculum Offers must have a written report
- determine the duration of a curriculum offer e.g. Semester 1 only
- attach a fee
- Attach a comment starter

The software, however, will only allow changes to be made which comply with the *Curriculum Planning, Programming, Assessing & Reporting to Parents K-12* policy.

## Creating a New School Curriculum Offer

---

To create a new curriculum offer not based on an existing offer, choose the 'create' button located at the bottom of the 'Curriculum Offer Maintenance' Screen.

A 'Curriculum Offer Detail' window will appear, allowing the school to customise and set parameters for the offer to be created. Some of the fields on the 'Curriculum Offer Detail' window will be populated with information based on choices previously made, however these can be changed at any time. Options that may be completed on this screen include:

**Academic Period:** A period of time that reflects a portion of a school year, i.e. from the first day of Term 1 to the last day of Term 4.

**Scholastic Year:** A Year cohort within the school. E.g. Year 1, Year 8

**KLA/Subject:** Select 'Other subject or KLA'

**Learning Program Type:** Choose from Standard (Normal), English as a Second Language, Learning Adjustment or Life Skills. These will vary from stage to stage.

**Qualification:** Only applicable to VET courses. All curriculum offers for VET must have a qualification, for SBSR reporting. This field will not appear for English as a Second Language, Learning Adjustment or Life Skills.

**Curriculum Item:** Selections within this drop down menu will be determined by selected Scholastic Year, KLA/Subject and Learning Program types. Choose from the options presented. Choose 'Create course'.

**Curriculum Offer Name:** The name of the course that will appear in the ERN school enrolment systems. This field is mandatory and the course name must not exceed 128 characters. **Curriculum Offer Print Name:** The name of the course that will print within SBSR reporting. This name must not exceed 128 characters.

**Start date:** Course commencement date. This field is mandatory.

**To date:** Course end date. This field is mandatory.

**Mandatory for all students:** Schools can choose if the course being created will be deemed mandatory for all students, (i.e. all students in a particular cohort will participate in the course for the set academic period).

**Roll class course:** This option needs to be set to 'No' as it is only required when creating a roll class.

**Report Required:** Allows schools to determine if an SBSR report needs to be generated for students.

**Course Fee:** This optional field allows schools to charge a fee for courses being offered.

**Fee Description:** Allows details regarding a course fee where applicable.

**Offering Status:** Choose from Draft, Available, or Cancelled. Curriculum Offers must be set to 'Available' if students are to be linked in the creation of a course.

**Course Text Description:** This is an optional field which appears for VET Curriculum Offers only. Schools can write a description of the VET course offered.

Once all options have been completed click 'save and exit'. A message will appear confirming the creation of a new curriculum offer and a 'house' icon will appear denoting that the offer has been created 'in-house'.

The screenshot shows the 'Curriculum Offer Maintenance' screen with the 'Curriculum Offer Detail' tab selected. The form contains various fields for creating a curriculum offer. Numbered steps are overlaid on the form:

- Step 1:** Select Academic Period and Scholastic Year. Fields: Organisational Unit/School (dropdown), Academic Period (dropdown), Scholastic Year (dropdown).
- Step 2:** Choose KLA or "Other Reporting Area". Field: KLA/Subject (dropdown).
- Step 3:** Complete details regarding Learning "Program Type". Field: Learning Program Type (dropdown).
- Step 4:** Select "Curriculum Item". Choose from existing items or create as required. Field: Curriculum Item (dropdown).
- Step 5:** Set dates for course duration. Fields: \*Qualification (dropdown), \*Curriculum Offer Name (text), Curriculum Offer Print Name (text), \*Start Date (calendar), \*End Date (calendar).
- Step 6:** Choose if course is mandatory for all students and if a report is required. Fields: Mandatory for all students (Yes/No), Report Required (Optional/Required), Course Fee (text), Offering Status (dropdown).
- Step 7:** Complete Course description text for VET Curriculum Offers only. Field: \*Course Description Text (text area).

A note at the bottom states: 'Report Required' will not appear to schools who have not received training in SBSR VET reporting.

To ensure that course creation details are sent to OASIS, users should also complete the OASIS Cross Reference Information section of the screen.

The screenshot shows the 'OASIS Cross-reference Info' section of the form. It includes fields for Course Fee (0/1/8), Fee Description (0/128), and Offering Status (Draft). Below these fields are buttons for Cancel, Save, and Save and Exit. A note indicates: 'To open the OASIS Cross reference info tab click the "x"'. A legend at the bottom left states: '\*Indicates mandatory field.'

Fields that need to be completed include:

**OASIS Course Name:** This is the name of the course that will appear in OASIS. This name must not exceed 20 characters.


**OASIS Print Name:** This is the course name that will print when a report is generated within OASIS. This name must not exceed 30 characters.

**OASIS Fee Description:** Description of fee being paid. This field must not exceed 20 characters.

### Creating a New School Curriculum Offer By Cloning

Cloning allows a school to create a 'curriculum offer' based on an existing offer (e.g. copy DET Year 7 English curriculum offer and use it as the template for a customised Year 7 school English offer).

Select the 'Curriculum Offer Maintenance' navigation button and select appropriate **Offering Status**, **Academic Period**, **Scholastic Year**, **Learning Program Type** or **KLA/Subject** options as required.

Click 'Go' and a list of Curriculum Offers as per the selected criteria will appear. A clone button will appear next to each piece of curriculum offered at your school. 

Select this button to clone a curriculum offer.

|   | Curriculum Offer Name       | Offer Code | OASIS | LPT | Status    |  |
|---|-----------------------------|------------|-------|-----|-----------|--|
| 1 | English 6                   | ENG6       | ENG6  | STD | Available |  |
| 2 | Creative Writing            | CrWr1      | CRWR1 | STD | Available |  |
| 3 | Film and Television Studies | FTV        | FTV   | STD | Available |  |
| 4 | Mathematics 7               | MATH7      | MATH7 | STD | Available |  |
| 5 | Science 7                   | Sc7        | SC7   | STD | Available |  |
| 6 | Lifestyle Science           | LSc        | LSC   | STD | Available |  |
| 7 | Marine Science              | MSc        | MSC   | STD | Available |  |

Clone  
button

A screen will appear pre-populated with information relating to the offer being copied. Fields with \* are mandatory and must be completed. These include:

**Curriculum Offer Name:** The name of the course as it will appear in ERN. Please ensure that this name is unique and meaningful to your school.

**Start date:** The date from which the course will be available within your school.

**End date:** The date that the course offer will end.

Curriculum Offer Maintenance  
Curriculum Offer Detail

Organisational Unit/School: High School

Academic Period: 2009 Calendar Year (27/01/2009 to 18/12/2009)

Scholastic Year: Year 7

Stage Code: Stage 4

KLA/Subject: English

Learning Program Type: Standard (Normal)

Curriculum Item: CRS(DET): S4-ENG - English

\*Curriculum Offer Name: English

Curriculum Offer Print Name: English

\*Start Date: 27/01/2009

Mandatory for all students: Yes

Report Required: Mandatory

Course Fee: 0 1/8

Offering Status: Draft

Clone Curriculum Offer Learning Areas? ☒

OASIS Cross-reference Info

\*OASIS Course Code: 0/5

OASIS Course Name: 0/20

OASIS Fee Description: 0/20

OASIS Print Name: 0/30

Course Offer Code: S4-ENG\_07 9/16

\*End Date: 18/12/2009

Fee Description: English 7/128

Cancel Save Save and Exit

Modify 'Curriculum Offer Name' and amend 'Start Date' and 'End Date' as required

Set to 'Mandatory' to generate a report using SBSR

Change 'Offering Status' to 'Available'

Select to clone Learning Areas

Oasis information is optional

To ensure that an SBSR report can be generated from the curriculum being created, the 'Report Required' field must be toggled to 'Mandatory' or 'Optional' using the drop down menu. If set to 'mandatory', this will flag the course created as being necessary to be

completed by all students in the designated cohort. If set to 'optional' the course does not need to be completed by all students within a particular cohort.

Also ensure that the Offering Status is set to 'Available'.

Once all fields have been completed, click the 'Save' or 'Save and Exit' button located at the bottom of the screen.

A message will appear confirming the creation of a new curriculum offer and a 'house' icon will appear denoting that the offer has been created 'in-house'.

To ensure that course creation details are sent to OASIS, users should also complete the OASIS Cross Reference Information section of the screen.

Course Fee : 0 1/8 Fee Description : 0/128

Offering Status : Draft

OASIS Cross-reference Info

Cancel Save Save and Exit

\*Indicates mandatory field.

To open the OASIS Cross reference info tab click the "x"

Fields to be completed include:

OASIS Cross-reference Info

\*OASIS Course Code : 0/5

OASIS Course Name : 0/20

OASIS Fee Description : 0/20

OASIS Print Name : 0/30

Cancel Save Save and Exit

If a code is not entered, an Oasis code will be automatically generated when 'Save and Exit' is selected

**OASIS Course Code:** If a code is not entered by the school, an OASIS code will be automatically generated.

**OASIS Course Name:** This is the name of the course that will appear in OASIS. This name must not exceed 20 characters.

**OASIS Print Name:** This is the course name that will print when a report is generated within OASIS. This name must not exceed 30 characters.

**OASIS Fee Description:** Description of fee being paid. This field must not exceed 20 characters.

**Note:** Offers created by cloning, or as new curriculum, do not have any students attached to them. This must be done by creating 'courses' through Place Management within ERN.

## Customising Learning Areas or Unit of Competency for Curriculum Offered

DET Curriculum Offers for Stage 4 to Stage 5 have pre set default Learning Areas. These have been supplied by the NSW Curriculum and Learning Innovation Centre.

Secondary schools can customise learning areas for all Curriculum Offers.

If schools wish to alter learning areas where policy allows, Curriculum Offers need to be cloned before customisation can occur.


For VET 'Curriculum Offers' schools must select from the pre-loaded 'Units of Competency' found within the Curriculum Reference Database.

Select the 'Curriculum Offer Maintenance' navigation button and select the appropriate **Offering Status**, **Academic Period**, **Scholastic Year**, **Learning Program Type** or **KLA/Subject** options as required.

Click 'Go' and a list of Curriculum Offers as per selected criteria will appear.

To clone a particular curriculum offer, click on the 'clone' button located at the far right of the screen. Follow the process outlined in 'Creating a New School Curriculum Offer by Cloning'.

| Curriculum Offer Code | OASIS | LPT | Status |
|-----------------------|-------|-----|--------|
| 1 English (7ENG)      |       |     |        |
| 2 Mathematics (7MAT)  |       |     |        |
| 3 Science (7SCI)      |       |     |        |
| 4 Geography (7GEO)    | 7GEO  | STD | AVA    |
| 5 History (7HIS)      | 7HIS  | STD | AVA    |

To modify learning areas click on the 'View Learning Areas'  icon. Schools can either add or remove learning areas as policy allows.

**Note:** As different reporting templates vary in the number of learning areas that can be accommodated, consideration needs to be given, at this point, to the type of reporting template to be used.

**Curriculum Offer Maintenance** Bulk Clone Curriculum Offers

**Search Criteria**

**Curriculum Offer Details**

**Organisational Unit/School**  **Offering Status** Available **Academic Period** 2011 Calendar Year (27/01/2011 to 17/12/2011)

**KLA/Subject Details**


**Scholastic Year** Year 7 **Learning Program Type** Standard (Normal) **KLA/Subject** ALL

**Show DET Curriculum Offers**

Click on the view 'Learning Areas' icon to modify 'Learning Areas' in a school created /cloned 'Curriculum Offer'

|   | Curriculum Offer Name | Offer Code | OASIS | LPT | Status |
|---|-----------------------|------------|-------|-----|--------|
| 1 | English               | 7ENG       | 7ENG  | STD | AVA    |

## Adding a Learning Area or Unit of Competency

After listing the curriculum offered by your school (see section Customising Learning Areas / Units of Competency for Courses Offered) click the 'modify learning area' icon  found next to the offer requiring customisation.

A screen will appear listing default Learning Areas and 'Available Learning Areas' for the 'Curriculum Offer' selected. For VET 'Curriculum Offers' 'Units of Competency' will be displayed.

DET 'Learning Areas' have been loaded for Stage 4 and 5 only.

'Units of Competency' have been loaded for all VET courses.

Choose from the 'Available Learning Areas' or 'Units of Competency' by selecting the check button found at the end of row. Select the 'Add Selected Learning Area' or 'Add Unit of Competency' button. Selection/s made will be removed from the 'Available Learning Areas' area of the screen and added to the 'Current Learning Area' to the area of the screen.



Curriculum Offer Maintenance   Bulk Clone Curriculum Offers

**Curriculum Offer Learning Areas**

Stage: Stage 6 (HSC)  
 Curriculum Item: KLA(DET): Mathematics > CRS(DET): Mathematics  
 Learning Program Type: Standard (Normal)

Organisational Unit/School:   Scholastic Year: Year 11   Learning Program Type: Standard (Normal)   Curriculum Long Name: Mathematics   Course Offer Code: 11240\_11

| Template Name | Max Learning Areas |   |
|---------------|--------------------|---|
| HST1AE        | 8                  | ✓ |
| HST1OL        | 8                  | ✓ |
| HST2AE        | 4                  | ✓ |
| HST2OL        | 4                  | ✓ |

**Current Learning Areas**

No Current Learning Areas

Cancel   Save Print Seq.

**Available Learning Areas**

| Name                      |                                     |
|---------------------------|-------------------------------------|
| LRA(8384) Learning Area 1 | <input type="checkbox"/>            |
| LRA(8384) Learning Area 2 | <input type="checkbox"/>            |
| LRA(8384) Learning Area 3 | <input type="checkbox"/>            |
| LRA(8384) Learning Area 4 | <input checked="" type="checkbox"/> |
| LRA(8384) Learning Area 5 | <input checked="" type="checkbox"/> |
| LRA(8384) Learning Area 6 | <input checked="" type="checkbox"/> |
| LRA(8384) Learning Area 7 | <input checked="" type="checkbox"/> |

Press the "Add Selected Learning Areas" button

Click the check boxes of all the "Learning Areas" you wish to add.

Create Learning Area   Add Selected Learning Areas   Cancel

To create a new 'Learning Area' select the "Create Learning Area" button found towards the bottom of the screen. This button will only appear for "school based" Curriculum Offers and where policy permits, the addition of a new learning area. A new window called 'Curriculum Item Detail – Create' will appear, allowing the creation of a new 'Learning Area'.

**Create Learning Area**

Curriculum Item Detail - Create

Organisational Unit/School: Penrith High School   \*Stage: S4 - Stage 4

\*Curriculum Type: Learning Area   \*Learning Program Type: Standard (Normal)

\*Curriculum Hierarchy: DET Curriculum

Reports to Curriculum Item: CRS(DET): S4-MATH - Mathematics

Curriculum Short Name:   0/16

\*Curriculum Long Name:   0/256

Print Name:   0/128

Reference Data Settings

Cancel   Save   Save and Exit

\* Indicates mandatory field.

Size of window can be varied using these icons

Insert Learning Area text here

Type the new 'Learning Area' in the field called 'Curriculum Long Name' and then click 'Save' or 'Save and Exit'. Only fields marked with \* are mandatory and must be completed.


The new 'Learning Area' created will be appended to the list of "Available Learning Areas" for the Curriculum Offer selected.








Once all changes have been made to the 'Curriculum Offer Learning Area' screen, click the 'Cancel' button.

Schools CANNOT add new 'Units of Competency' for VET Curriculum Offers. All competencies for VET courses have been preloaded to the Curriculum Reference Database from the Board of Studies by the DET.


## Removing a Learning Area or Unit of Competency

Select the Curriculum Offer Maintenance navigation button and select appropriate **Offering Status**, **Academic Period**, **Scholastic Year**, **Learning Program Type** or **KLA/Subject** options as required.

Click 'Go' and a list of Curriculum Offers as per selected criteria will appear. A button will appear next to each Curriculum offer,  which will allow you to modify its 'Learning Areas' or 'Units of Competency'. Schools can remove Unit of Competency for VET Curriculum Offers or add or remove Learning Areas for "school based" Curriculum Offers

|   | Curriculum Offer Name    | Offer Code | OASIS | LPT | Status    |   |
|---|--------------------------|------------|-------|-----|-----------|---|
| 1 | English (Standard)       | 11ENS      | 11ENS | STD | Available |  |
| 2 | English (Advanced)       |            |       |     | Available |  |
| 3 | Skills to Work - English |            |       |     | Available |  |
| 4 | Mathematics Extension    |            |       |     | Available |  |
| 5 | Mathematics              | 11MTH      | 11MTH | STD | Available |  |
| 6 | General Mathematics      | 11MTG      | 11MTG | STD | Available |  |
| 7 | Chemistry                | 11CHF      | 11CHF | STD | Available |  |

Schools can customise Learning Areas or Units of Competency by selecting the 'View Learning Areas' icon

After selecting the 'View Learning Areas' icon, , the 'Curriculum Offer Learning Areas' screen will appear. Choose the check box next to the Learning Area or Unit of Competency no longer required and then select the 'Remove Selected Learning Areas' button.

Curriculum Offer Maintenance Bulk Clone Curriculum Offers

**Curriculum Offer Learning Areas**

Stage: Stage 6 (HSC)  
 Curriculum Item: KLA(DET): Mathematics > CRS(DET): Mathematics  
 Learning Program Type: Standard (Normal)

Organisational Unit/School:  Scholastic Year: Year 11 Learning Program Type: Standard (Normal) Curriculum Long Name: Mathematics Course Offer Code: 11240\_11

| Template Name | Max Learning Areas |   |
|---------------|--------------------|---|
| HST1AE        | 8                  | ✓ |
| HST1OL        | 8                  | ✓ |
| HST2AE        | 4                  | ✓ |
| HST2OL        | 4                  | ✓ |

Click here if you wish to remove all Learning Areas

**Current Learning Areas**

| Name                      | Print Seq. |   |
|---------------------------|------------|---|
| LRA(8384) Learning Area 4 | 1          | ✓ |
|                           | 3          | ✓ |
|                           | 4          | ✓ |

Click the "Remove Selected Learning Areas" button

Select Learning Areas no longer required

Remove Selected Learning Areas Cancel Save Print Seq.

**Available Learning Areas**

| Name                        |   |
|-----------------------------|---|
| LRA(8384) Learning Area 7   | □ |
| C LRA(8384) Learning Area 5 | □ |
| C LRA(8384) Learning Area 6 | □ |

Create Learning Area Add Selected Learning Areas Cancel

'Learning Areas' no longer required will be moved to the "Available Learning Areas" portion of the screen and identified by the letter "C" at the start of the row.

Once all changes have been made to the 'Curriculum Offer Learning Areas' screen, click the 'Cancel' button.


## CREATING SCHOOL BASED COMMENT STARTERS

Schools can create comment starters linked to a DET or school based curriculum offer or to a Curriculum Learning Area.

### Adding a Comment Starter to a Curriculum Offer

Select the Curriculum Offer Maintenance navigation button and select appropriate **Offering Status**, **Academic Period**, **Scholastic Year**, **Learning Program Type** or **KLA/Subject** options as required.

The screenshot shows the 'Curriculum Offer Maintenance' window. On the left is a navigation menu with options like 'ERN School Enrolment', 'School Reference Data', 'Curriculum Reference Data', 'Curriculum Item Maintenance', 'Curriculum Offer Maintenance', 'Best Start and SBSR', 'General Functions', 'My Reports', 'My Profile', and 'Log off'. The 'Curriculum Offer Maintenance' button is highlighted. A callout bubble points to it with the text: 'Click Curriculum Offer Maintenance navigation button'. The main area contains search criteria: 'Organisational Unit/School' (Candelo Public School), 'Offering Status' (Available), 'Academic Period' (2009 Calendar Year (27/01/2009 to 18/12/2009)), 'Scholastic Year' (Kindergarten), 'Learning Program Type' (Standard (Normal)), and 'KLA/Subject' (ALL). A 'Go' button is present, with a callout bubble saying: 'Complete filtering options and select "Go"'. A 'Create' button is at the bottom.

Click 'Go' and a list of Curriculum Offers as per selected criteria will appear. An icon will appear next to each curriculum offer,  which will allow you to add the comment starters. Click this icon.

The screenshot shows the 'Curriculum Item Text' window. It displays details for a curriculum item: 'Stage: Stage 4', 'Curriculum Item: KLA(DET): English > CRS(DET): English', and 'Curriculum Type: Standard (Normal)'. There are dropdowns for 'Text Type' (AR Comment Starters) and 'Status' (Available). A 'Show DET Text' checkbox is present, with a callout bubble saying: 'To view DET comment starters click the check box'. Another callout bubble points to the 'Text Type' dropdown: 'Only change this for Best Start comment starters'. A 'Create' button is at the bottom, with a callout bubble saying: 'Click here to create a new comment starter'. The text 'No Comment Starters defined.' is displayed.

After selecting the 'Create' button, a screen will appear allowing the SBSR School or Year Co-ordinator to add a comment starter.

**Course Comment Starters**

**Curriculum Item Text Detail**

Stage: Stage 2

Curriculum Item: KLA(DET): English > CRS(DET): English

Learning Program Type: Standard (Normal)

Text Type: AR Comment Starters

\*Text:

0/2048

\*Print Sequence No.: 999990 6/20

\*Status: Available

\*Start Date: 04/08/2009

\*End Date: 31/12/2999

Buttons: Cancel, Save, Save and Exit

Callouts:

- Spell checker available
- Schools can determine print sequence
- Type comment starter here
- Click "Save and Exit" on completion
- Schools can set when the comment starter will be available

Click save and exit to add additional comment starters.

## Adding a Comment Starter to a Curriculum Learning Area or VET Unit of competency

Select the Curriculum Offer Maintenance navigation button and select appropriate **Offering Status**, **Academic Period**, **Scholastic Year**, **Learning Program Type** or **KLA/Subject** options as required.

**Curriculum Offer Maintenance**

Search Criteria

Curriculum Offer Details

Organisational Unit/School: Candelo Public School

Offering Status: Available

Academic Period: 2009 Calendar Year (27/01/2009 to 18/12/2009)

KLA/Subject Details

Scholastic Year: Kindergarten

Learning Program Type: Standard (Normal)


KLA/Subject: ALL


Show DET Curriculum Offers: Go

Create

Callouts:

- Click Curriculum Offer Maintenance navigation button
- Complete filtering options and select "Go"

Click 'Go' and a list of Curriculum Offers as per selected criteria will appear. Select the view 'learning area' icon  found next to the curriculum offer. A screen will appear listing default

Learning Areas for the curriculum offer and the  icon which will allow the SBSR School or Year Co-ordinator to add a comment starter to selected learning areas.

**Curriculum Offer Learning Areas**

Stage: Stage 6 (HSC)  
 Curriculum Item: KLA(DET): Mathematics > CRS(DET): Mathematics  
 Learning Program Type: Standard (Normal)

| Organisational Unit/School | Scholastic Year | Learning Program Type | Curriculum Long Name | Course Offer Code |
|----------------------------|-----------------|-----------------------|----------------------|-------------------|
|                            | Year 11         | Standard (Normal)     |                      |                   |

Template Name    Max L

|        |  |
|--------|--|
| HST1AE |  |
| HST1OL |  |
| HST2AE |  |
| HST2OL |  |

Select the "Add Comment Starter" icon to customise comment starters for a particular "Learning Area" or "Unit of competency"

**Current Learning Areas**

| Name                      | Print Seq. |  |
|---------------------------|------------|--|
| LRA(8384) Learning Area 1 | 1          |  |
| LRA(8384) Learning Area 2 | 2          |  |

Remove Selected Learning Areas    Cancel    Save Print Seq.

**Available Learning Areas**

| Name                      |                          |
|---------------------------|--------------------------|
| LRA(8384) Learning Area 3 | <input type="checkbox"/> |
| LRA(8384) Learning Area 4 | <input type="checkbox"/> |
| LRA(8384) Learning Area 5 | <input type="checkbox"/> |
| LRA(8384) Learning Area 6 | <input type="checkbox"/> |
| LRA(8384) Learning Area 7 | <input type="checkbox"/> |

Create Learning Area    Add Selected Learning Areas    Cancel

After selecting the create button, a screen will appear allowing the SBSR School or Year Co-ordinator to add a comment starter.

**Course Comment Starters**

Curriculum Item Text Detail

Stage: Stage 2  
 Curriculum Item: KLA(DET): English > CRS(DET): English > LRA(DET): Talking and listening  
 Learning Program Type: Standard (Normal)

Text Type: Comment Starters

\*Text:  0/2048

\*Print Sequence No.: 999990 6/20

\*Status: Available

\*Start Date: 04/08/2009

\*End Date: 31/12/2999

Cancel    Save    Save and Exit

Character limit and spell checker available

Type comment starter here

Schools can determine print sequence

Schools can set when the comment starter will be available

Click "Save and Exit" on completion

Click save and exit to add further comment starters to other learning areas.

## Cloning the Entire Curriculum from One Academic Period to Another

Schools who use academic periods to organise their “Curriculum Offers” may wish to clone their curriculum from one academic period to another. e.g. 2011 Semester 1 academic period to 2011 Semester 2 academic period.

Schools wishing to clone an academic period should choose the “Bulk Clone Curriculum Offers” tab which will appear after selecting the “Curriculum Offer Maintenance” navigation button.

On selecting this tab, choose an appropriate “Scholastic Year” and name of the “academic period” you wish to clone. Complete the “copy to” Academic Period by using the drop down options provided. Select the “Clone Curriculum Offers” button. All “Curriculum Offers” will automatically be cloned to the requested “academic period”

## CURRICULUM REFERENCE DATABASE REPORTS

To assist schools to view, sort and print information stored within the Curriculum Reference Database, a number of reports can be generated from within the software. These reports can be accessed by clicking the Curriculum Reference Database Reports sub menu navigation button.

Reports can be generated as either a csv file (which can be directly imported into Microsoft Excel) or a pdf file. When selecting the file output type be aware that csv files tend to contain more information, but in an unformatted layout.

When using report generator screen, users will have the option of selecting the amount of detail they require:

1. **Maximum** - Very detailed report with all information stored within CRD presented
2. **Minimum** - Based on selection made - only key information is presented
3. **Customised** - Key fields are presented. User can choose which additional fields within CRD they require to be printed.

Filtering can be set to display information for all DET curriculum, only DET curriculum which has been attached to a reporting group or DET curriculum combined with in house Curriculum Offers.

The table below details information that can be accessed by selecting CRD reports.

| Report Name                       | Maximum Detail Level   | Minimum Detail Level  |
|-----------------------------------|--|---|
| Curriculum Offer                  | Offer Name, School, KLA subject, Learning program type e.g. ESL, Code, From and to dates, Status, Mandatory or not, Report required indicator, Print Name, Fee, Fee Description National Course Code, Qualification Name | Offer Name, School, KLA subject, Learning program type e.g. ESL               |
| Oasis Cross Reference information | OASIS course code, OASIS course name, OASIS Fee description, OASIS Print Name  | OASIS course code, OASIS course name, OASIS Fee description, OASIS Print Name |
| Curriculum Item                   | Name, Owner, code, print name, from date, to date, stage, active indicator, accreditation type, number of hours and number of units, Work Placement hours, Exam Indicator  | Name and Owner  |
| BOS Course information            | BOS code, BOS Name Study from scholastic year and Study to scholastic year   | BOS code and BOS Name Study   |
| Learning Area information         | Name, Owner, code, print name and sequence number  | Name, Owner, code, print name and sequence number                             |

**Please note** Screen will vary in appearance depending on option selected within Report format.



## CRD Report Screen if CSV report format is selected....

**Curriculum Offer Report**

**Report Criteria**

Curriculum Offer Details

Organisational Unit/School: St George Girls High School

Calendar Year: 2009

Academic Period: 2009 Calendar Year (27/01/2009 to 18/12/2009)

Scholastic Year: Year 8

KLA/Subject Details

KLA/Subject: ALL

Learning Program Type: Standard (Normal)

Offering Status: Available

DET Curriculum Offers: ☐ Show ALL DET Offers  
☐ Show DET Offers ONLY IF Linked To A Class

Report Format: CSV

Report Details Level: Minimum Details

**Curriculum Offer Display Criteria**

Offer Name: [Field] Org Unit School: [Field] KLA/Subject: [Field]

Learning Program Type: [Field]

Code: [Field] From Date: [Field] To Date: [Field]

Status: [Field] Mandatory For All Students: [Field] Report Required Indicator: [Field]

Printname: [Field] Fee: [Field] Fee Description: [Field]

Display Oasis Data In Report: [Field]

**OASIS Cross Reference Display Criteria**

OASIS Course Code: [Field]

OASIS Course Name: [Field] OASIS Fee Description: [Field] OASIS Print Name: [Field]

Display Curriculum Item Data In Report: [Field]

**Curriculum Item Display Criteria**

Name: [Field] Owner: [Field]

Code: [Field] Printname: [Field] From Date: [Field]

To Date: [Field] Stage: [Field] Active Indicator: [Field]

Accreditation Type: [Field] NB Hours: [Field] NB Units: [Field]

Display BOS Data In Report: [Field]

**BOS Course Info Display Criteria**

BOS Code: [Field] BOS Name: [Field]

Study From Scholastic Year: [Field] Study To Scholastic Year: [Field]

CSV Report Format Options

Neither ☐

Display Learning Area Data In Report ☒

Display Course Class Data In Report ☐

**Learning Area Display Criteria**

Name: [Field] Owner: [Field]

Code: [Field] Print Name: [Field] Sequence No: [Field]

**Report Schedule**

Report Name: [Field]

Run Report: Now

Email Notification: [Field]

Print Header (Selection Criteria) In Report: [Field]

Schedule Report

**Callouts:**

- To access CRD reports use the 'Reports' navigation button
- Schools can choose to have maximum, minimum or customised level of detail within each report
- Reports can be generated as a csv or pdf file
- Fields that appear above the grey line are minimum requirements and will print when generating a CSV report
- CRD Reports requested can be downloaded from clicking "My Reports" navigation button
- Reports generated can be scheduled or sent to the default email address set within 'My Profile'

## CRD Report Screen if PDF report format is selected....

**Report Criteria**

Curriculum Offer Details

Organisational Unit/School: [Text Box] Calendar Year: 2009

Academic Period: 2009 Calendar Year (27/01/2009 to 18/12/2009) Scholastic Year: Year 8

KLA/Subject Details

KLA/Subject: ALL Learning Program Type: Standard (Normal) Offering Status: Available

Curriculum Offers: ☐ Show ALL DET Offers ☐ Show DET Offers ONLY IF Linked To A Class

Report Format: PDF Report Details Level: Customised Details

**Curriculum Offer Display Criteria**

Offer Name: ☐ Org Unit School: ☐ KLA/Subject: ☐

Learning Program Type: ☐

Code: ☐ From Date: ☐ To Date: ☐

Status: ☐ Mandatory For All Students: ☐ Report Required Indicator: ☐

Printname: ☐ Fee: ☐ Fee Description: ☐

Display Oasis Data In Report: ☐

Display Curriculum Item Data In Report: ☐

Display BOS Data In Report: ☐

Display Learning Area Data In Report: ☐

Display Course Class Data In Report: ☐

**Report Schedule**

Report Name: [Text Box]

Run Report: Now

Email Notification: ☐

Print Header (Selection Criteria) In Report: ☐

Schedule Report

**Callouts:**

- To access CRD reports use the 'Reports' navigation button
- Schools can choose to have maximum, minimum or customised level of detail within each report
- Reports can be generated as a csv or pdf file
- By clicking the check boxes further print options will appear
- Reports schedules can be downloaded and viewed from 'My Reports'

## VALIDATION REPORT

The Curriculum Validation Report provides an aid in identifying curriculum anomalies. The report lists: courses, offers and optionally, student Curriculum Offers and SBSR Reporting Groups, where attention is required.

**Curriculum Offer Validation**

**Report Criteria**

Organisational Unit/School: [Text Box] Calendar Year: 2011

Academic Period: 17/01/2011 to 17/12/2011 Scholastic Year: Year 7

KLA/Subject Details

KLA/Subject: ALL Learning Program Type: Standard (Normal) Offering Status: Available

☐ Show ALL DET Offers

**Callout:**

- New tab available for schools to check accuracy of CRD

The report's selection screen allows schools to restrict the validation to curriculum using the standard curriculum search fields including stage, learning program type, KLA and course.

A report options panel is provided to specify inclusion of student Curriculum Offers and/or SBSR reporting groups.

**Show DET Curriculum Offers :** ☐ **Show ALL DET Offers** ☒ **Show DET Offers ONLY IF Linked To A Class** ☐

**Report Format :** PDF

**Report Details Level :** Customised Details

---

**Curriculum Offer Validation Report Criteria**

Include a Curriculum Offer if:

- the offer is available and either
  - ☐ - the course is cancelled, or
  - ☐ - an item is not active for a learning area/unit, or
  - ☐ - the course is not approved for the school, or
  - ☐ - the VET qualification is not active
- the offer is cancelled and
  - ☐ - Is linked to a current ERN student group offer

**CRD checking options available**

---

**Curriculum Offer Display Criteria**

**Offer Name :** ☒ **Org Unit School :** ☒ **KLA/Subject :** ☒

**Learning Program Type :** ☒

Schools can validate the following:

- Curriculum Offer is linked to a cancelled course
- Curriculum Offers linked to a Curriculum item which have cancelled Learning Areas or Units of Competencies
- Curriculum Offers linked to a Curriculum Item where the school has no active approval to deliver.
- VET Curriculum Offers are attached to a non active Qualification
- Reporting Groups are linked to a cancelled Curriculum Offer

## PLACE MANAGEMENT- ERN SCHOOL ENROLMENTS

### Checking School Enrolments and Classes

Prior to using SBSR, schools need to check that classes, teachers and students are correctly entered into ERN. This must be done by school personnel who have appropriate AMU rights to ERN.

After accessing ERN, select the 'Place Management' navigation button found on the left of the screen.

First, click the 'ERN School Enrolment' button to open the menu

Click the 'Place Management' button

Then select all the students you wish to set 'Enrolled (in attendance)

Once selected, click the Change Status button at the bottom of the screen and set the new registrations status for the selected students

| D.O.B       | Status                        |                                     |
|-------------|-------------------------------|-------------------------------------|
| 16-May-1995 | Applied to Enrol (Incomplete) | <input checked="" type="checkbox"/> |
| 29-Jul-1995 | Applied to Enrol (Incomplete) | <input checked="" type="checkbox"/> |

A screen will appear with a number of tabs across the top. Choose the tab labelled 'Student Group Offers'. This screen will present the user with all classes and customised courses that exist for a school. Select appropriate filtering from the drop down menus. Select 'Course Class' from 'Activity Type' and click 'Go'. Check that the 'course classes' listed match the school's reporting requirements. If required courses do not already exist in ERN, they will need to be created and linked to an existing curriculum offer.

Select 'Student Group Offers' tab

Groupings can be filtered for 'Activity Type'

Click here to see various types of grouping available

Click here to view students in a particular group

| Group offer name | Academic Period | Curriculum Offer | Scholastic Year | Staff | Size |
|------------------|-----------------|------------------|-----------------|-------|------|
| 1L (Year 1) ...  | 2009            | 1                | Creative Arts   | 1     | 21   |
| 1L (Year 1) ...  | 2009            | 1                |                 |       |      |
| 1L (Year 1) ...  | 2009            | 1                |                 |       |      |
| 1L (Year 1) ...  | 2009            | 1                |                 |       | 21   |

---

## Creating a New Course

---

A new course needs to be created where a curriculum offer taught at the school does not appear in ERN.

There are two ways to create a course.

1. Create a new course not based on any existing course within the school.
2. Create a course based on an existing course found within the school.

---

## Creating New Course from Scratch

---

**STEP 1: To avoid duplication of courses, it is advisable to list the existing courses within ERN:**

Choose 'ERN School Enrolment'.

Click '**Place Management**'.

Go to the '**Student Group Offers**' tab.

Select '**Course Class**' in '**Activity Type**' drop down menu.

All school courses will appear on screen. From this screen you can further filter courses shown, by:

**Calendar year**  
**Scholastic Year**  
**Offering Status**  
**Staff**

**Enrolment Type**  
**Sub Enrolment Type** (for SCAS)  
**Activity Type**

Click 'Go'. The software will list courses as per selected criteria.

**Registration Offers** | **Student Group Offers** | **Staff Maintenance**

**Student Group Offer Maintenance**

**School** [ ] **Calendar Year** [2009] **Scholastic Year** [Year 3] **Offering Status** [Available]

**Enrolment Type** [All] **Sub Enrolment Type** [ALL] **Activity Type** [Course Class] **Staff** [ ] **Clear**

**Go** **Choose 'Course Class' from the drop down menu**

**Curriculum Offer Filter**

**Scholastic Year** : [Year 3] **Academic Period** : [ALL]

| Group offer name | Academic Period | Curriculum Offer Scholastic Year | Curriculum Offer | Scholastic Years | Staff | Size |
|------------------|-----------------|----------------------------------|------------------|------------------|-------|------|
| 3G (Year 3) ...  | 2009            | 3                                | Creative Arts    | 3                |       | 22   |
| 3G (Year 3) ...  | 2009            | 3                                | English          | 3                |       | 21   |
| 3G (Year 3) ...  | 2009            | 3                                | HSIE             | 3                |       | 22   |
| 3G (Year 3) ...  | 2009            | 3                                | Mathematics      | 3                |       | 22   |
| 3G (Year 3) ...  | 2009            | 3                                | PDHPE            | 3                |       | 22   |
| 3G (Year 3) ...  | 2009            | 3                                | Science and ...  | 3                |       | 22   |

**Filter for 'Scholastic Year' required**

**All courses for the nominated scholastic year will be listed**

**Teacher linked to the course class will be displayed here**

## STEP 2: Create a New Course

- To create a new course, click the 'create' button at the bottom of the page.
- A blank 'Student Group Offer' screen will appear, which will allow the user to define the characteristics of the course to be created.

**Registration Offers** | **Student Group Offers** | **Staff Maintenance**

**Student Group Offer**

**School** [ ] **Activity Type** [Course Class] **Offering Status** [Draft]

**Change offering status from 'Draft' to 'Available'**

**Enrolment Types and Scholastic Years of group members**

**Supported enrolment types**

- ☒ All
- ☐ Mainstream Enrolment
- ☐ SCAS - Intellectual Disability (IM)
- ☐ Intellectual Disability (IQ)
- ☐ SCAS - Not Categorised

**Select the enrolment type for your SBSR group. If unsure, select 'All'.**

**Supported scholastic years**

- ☐ All
- ☐ Kindergarten
- ☐ Year 1
- ☐ Year 2
- ☐ Year 3
- ☐ Year 4
- ☐ Year 5
- ☐ Year 6

**Choose an appropriate scholastic year**

**Curriculum Offer**

**\*Curriculum Offer :** [ ] **Search for the relevant curriculum offer**

**Identification Details**

**\*Group name :** [ ] 0/132

**\*Expected size :** [0]

**\*From date :** [01/01/2009] **\*To date :** [31/12/2009]

**Number of Periods :** [ ]

**Is a Reporting Group? :** [No] **Choose 'Yes' from the drop down**

**Group Notes :** [ ]

**Click 'Save and exit' when all options are complete**

**Cancel** **Save** **Save and exit**

- c) Define types of students that will be enrolled in the course by selecting the appropriate 'Supported enrolment types'.


Specify 'All' or choose a specific type of student e.g. a group with only International students 'ticked' will only allow registrations of Enrolment Type 'International' to be added to the course. Multiple selections are permitted. If unsure, tick 'All'. (Enrolment types may vary from school to school). Types of enrolments that may appear include:

Mainstream Enrolment  
Mainstream (Distance Education)  
Mainstream (International Students)  
Opportunity Class  
Selective High School

Distance Education Centre  
Support Class  
Evening Classes  
Intensive English Centre  
Saturday Class

- d) Check the relevant boxes from the 'Supported scholastic years' section. This will ensure that only students from the scholastic years selected will be added to the course.
- e) Choose the magnifying class that appears in the 'Curriculum Offer' section of the screen.

After selecting the appropriate **Scholastic year**, **Academic Period** and **KLA subject**, choose from the drop down list the type of course you wish to create. i.e. ESL course or Learning Adjustment course  
Click the 'Go' button.

Curriculum Offers available for the school will appear in a table. Select the offer required. If a school has amended the default Learning Areas of the DET Curriculum Offer, they will be signified by the  icon.

Select the appropriate offer by clicking anywhere on the row.



**Search Curriculum Offer**

**Curriculum Offer Search**

Scholastic Year : Year 7

Academic Period : 2008 Calendar Year (29/01/2008 to 21/12/2008)

KLA/Subject : KLA(DET): PDH - PDHPE

Learning Program Type : Learning Adjustment (ex-PLP)

Go

School course with modified learning areas

Choose the course required

**Matching Curriculum Offer(s)**

|   | Curriculum Offer Name               | Curriculum Offer Code | Learning Program Type        | Status    |
|---|-------------------------------------|-----------------------|------------------------------|-----------|
| 1 | Physical activity and sports...     | S4-PASS-E-LA_07       | Learning Adjustment (ex-PLP) | Available |
| 2 | DET PDHPE (LAD)                     | S4-PDH-M-LA_07        | Learning Adjustment (ex-PLP) | Available |
| 3 | DET Physical activity and sports... | S4-PASS-E-LA_07       | Learning Adjustment (ex-PLP) | Available |

Close

DET courses with default learning areas (if they exist)

Once a row has been selected, the following dialogue box will appear. Select 'OK' or 'Cancel'.

**Windows Internet Explorer**

CurriculumOffer has been changed.  
Do you want to rename student Group Offer to default name [Physical activity and sports studies (CEC) (LAD)] ?

OK Cancel

- f) Complete the identification details. The fields marked with \* are mandatory.

Group name: Course name shown in ERN

Expected size: Number of students expected to be in the course. This number must be greater than zero.

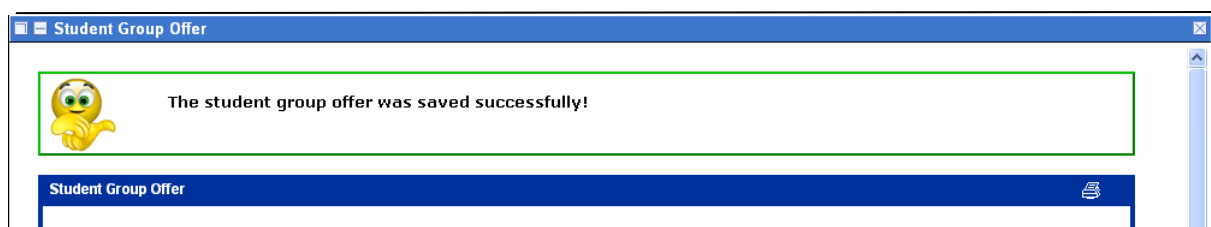
From date: Date course will commence

To date: Date course will end

Is a reporting group: Select yes so that a SBSR report can be issued

Once the form has been completed, ensure the 'Save' button found at the bottom of the screen is selected. A message will appear confirming that data entered has been saved.





A new course has been created without staff and students. Schools will then need to attach a teacher and place students in the course created.

**Note: To add staff and students, see section on 'Adding/Removing Staff and Students'**

## Creating an ESL or Learning Adjustment Course

**STEP 1: To avoid duplication of SBSR ESL and Learning Adjustment courses, it is advisable to list the existing courses within ERN:**

Choose ERN School Enrolment Navigation button.

Click '**Place Management**'.

Go to the '**Student Group Offers**' tab.

Select '**Course Class**' in '**Activity Type**' drop down menu.

All school courses will appear on screen. From this screen you can further filter classes shown, by:

**Calendar year**  
**Scholastic Year**  
**Offering Status**  
**Staff**

**Enrolment Type**  
**Sub Enrolment Type** (for SCAS)  
**Activity Type**

Click 'Go'. The software will list courses as per selected criteria.

The screenshot shows the 'Student Group Offer Maintenance' interface. At the top, there are tabs for 'Registration Offers', 'Student Group Offers', and 'Staff Maintenance'. The main form includes fields for 'School', 'Calendar Year' (set to 2009), 'Scholastic Year' (set to Year 3), and 'Offering Status' (set to Available). Below these are dropdowns for 'Enrolment Type' (All), 'Sub Enrolment Type' (ALL), and 'Activity Type' (Course Class). A 'Staff' field with a search icon and a 'Clear' button is also present. A 'Go' button and a 'Show Legend' link are at the bottom of the filter section. A 'Curriculum Offer Filter' box shows 'Scholastic Year' as Year 3 and 'Academic Period' as ALL. A table below lists course offers with columns for Group offer name, Academic Period, Curriculum Offer Scholastic Year, Curriculum Offer, Scholastic Years, Staff, and Size. The table shows five rows of data for Year 3 courses: Creative Arts, English, HSIE, Mathematics, and PDHPE, all with a size of 22. Callouts provide additional context: 'Filter for Scholastic Year required' points to the Scholastic Year dropdown; 'Choose Course Class from the drop down menu' points to the Activity Type dropdown; 'All courses for the nominated scholastic year will be listed' points to the table; and 'Teacher linked to the course class will be displayed here' points to the Staff column.

| Group offer name | Academic Period | Curriculum Offer Scholastic Year | Curriculum Offer | Scholastic Years | Staff | Size |
|------------------|-----------------|----------------------------------|------------------|------------------|-------|------|
| 3G (Year 3) ...  | 2009            | 3                                | Creative Arts    | 3                |       | 22   |
| 3G (Year 3) ...  | 2009            | 3                                | English          | 3                |       | 21   |
| 3G (Year 3) ...  | 2009            | 3                                | HSIE             | 3                |       | 22   |
| 3G (Year 3) ...  | 2009            | 3                                | Mathematics      | 3                |       | 22   |
| 3G (Year 3) ...  | 2009            | 3                                | PDHPE            | 3                |       | 22   |
| 3G (Year 3) ...  | 2009            | 3                                | Science and ...  | 3                |       | 22   |

## STEP 2: Create a New ESL or Learning Adjustment Course

When roll classes are initially created within ERN Place Management, schools are given the option of creating variants for ESL and Learning Adjustments. Should a school wish to create additional ESL or Learning Adjustment courses, then the following instructions should be followed.

Click 'Create' button at the bottom of the page.

A blank 'Student Group Offer' screen will appear that will allow the user to define the characteristics of the course to be created.

The screenshot shows the 'Student Group Offer' form in the SBSR system. The form is divided into several sections: 'Enrolment Types and Scholastic Years of group members', 'Curriculum Offer', and 'Identification Details'. Callouts provide instructions for each section:

- Change offering status from 'Draft' to 'Available'**: Points to the 'Offering Status' dropdown menu.
- Select the enrolment type for your SBSR group. If unsure, select 'All'**: Points to the 'Supported enrolment types' list.
- Choose an appropriate scholastic year**: Points to the 'Supported scholastic years' list.
- Enter the name of the course being created**: Points to the 'Curriculum Offer' text field.
- Choose 'Yes' from the drop down menu**: Points to the 'Is a Reporting Group?' dropdown menu.
- Click 'Save and exit' when all options are complete**: Points to the 'Save and exit' button.

The form includes the following fields and options:

- School**: Text input field.
- Activity Type**: Dropdown menu (currently set to 'Course Class').
- Offering Status**: Dropdown menu (currently set to 'Draft').
- Enrolment Types and Scholastic Years of group members**:
  - Supported enrolment types**:
    - ☒ All
    - ☐ Mainstream Enrolment
    - ☐ SCAS - Intellectual Disability(IM)
    - ☐ Intellectual Disability(IQ)
    - ☐ SCAS - Not Categorised
  - Supported scholastic years**:
    - ☐ All
    - ☐ Kindergarten
    - ☐ Year 1
    - ☐ Year 2
    - ☐ Year 3
    - ☐ Year 4
    - ☐ Year 5
    - ☐ Year 6
- Curriculum Offer**:
  - \*Curriculum Offer**: Text input field.
- Identification Details**:
  - \*Group name**: Text input field (0/132).
  - \*Expected size**: Text input field (0).
  - \*From date**: Date input field (01/01/2009).
  - \*To date**: Date input field (31/12/2009).
  - Number of Periods**: Text input field.
  - Is a Reporting Group?**: Dropdown menu (currently set to 'No').
  - Group Notes**: Text area with a 'New' icon.

Buttons at the bottom: Cancel, Save, Save and exit.

- a) Define types of students who will be enrolled in the course by selecting the appropriate 'Supported enrolment types'.


Specify 'All' or choose a specific type of student e.g. a group with only International Students 'ticked' will only allow registrations of Enrolment Type 'International' to be added to the course. Multiple selections are permitted. If unsure, tick 'All'. (Enrolment types may vary from school to school). Types of enrolments that may appear include:

Mainstream Enrolment  
Mainstream (Distance Education)  
Mainstream (International Students)  
Opportunity Class  
Selective High School


Distance Education Centre  
Support Class  
Evening Classes  
Intensive English Centre  
Saturday Class

- b) Check the relevant boxes from the 'Supported scholastic years' section. This will ensure that only students from the scholastic years selected will be added to the course.
- c) Choose the magnifying class that appears in the 'Curriculum Offer' section of the screen.

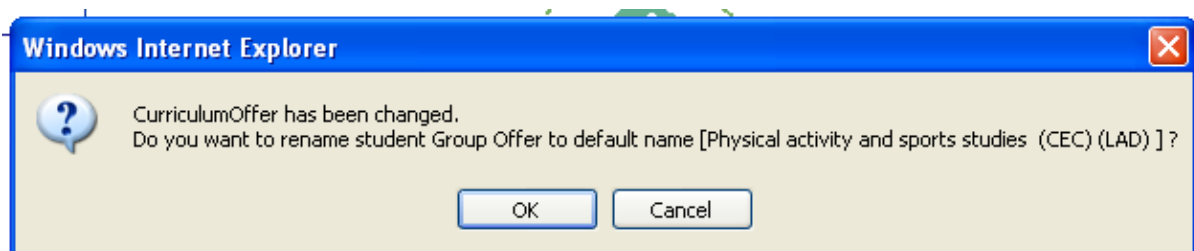
After selecting the appropriate Scholastic year, Academic Period and KLA/subject, choose from the drop down list the type of course you wish to create, i.e. ESL course, or Learning Adjustment course. Click the 'Go' button.

Curriculum Offers available for the school will appear in a table. Select the offer required. If a school has amended the default learning areas of DET Curriculum Offers they will be signified by the  icon.

Select the appropriate offer by clicking anywhere within a row.

| Curriculum Offer Name  | Curriculum Offer Code | Learning Program Type | Status    |
|--|-----------------------|-----------------------|-----------|
|  Mandarin |                       | Standard (Normal)     | Available |

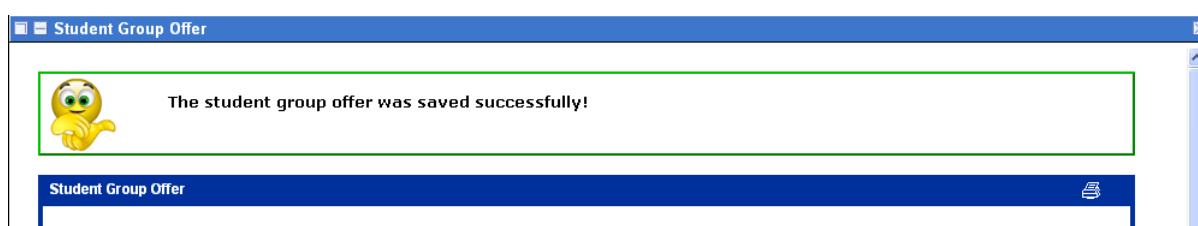
Once a row has been selected the following dialogue box will appear. Select 'OK' or 'Cancel'.



d) Complete the identification details. The fields marked with \* are mandatory.

|                       |   |
|-----------------------|---|
| Group name:           | Course name shown in ERN  |
| Expected size:        | Number of students expected to be in the SBSR reporting group. This number must be greater than zero. |
| From date:            | Date course will commence   |
| To date:              | Date course will end  |
| Is a reporting group: | Select 'Yes' so that a SBSR report can be issued  |

Once the form has been completed, ensure the 'Save' button found at the bottom of the screen is selected. A message will appear confirming that data entered has been saved.



A new course has been created without staff and students. Schools will then need to attach a teacher and place students in the group created.

**Note: To add staff and students, see section on Adding/Removing Staff and Students.**

## Creating a Vocation Education & Training (VET) Course

**STEP 1: To avoid duplication of VET courses, it is advisable to list the existing courses within ERN:**

Choose ERN School Enrolment Navigation button.

Click '**Place Management**'.  
Go to the '**Student Group Offers**' tab.  
Select '**Course Class**' in '**Activity Type**' drop down menu.

All school courses will appear on screen. From this screen you can further filter classes shown, by:

**Calendar year**  
**Scholastic Year**  
**Offering Status**  
**Staff**

**Enrolment Type**  
**Sub Enrolment Type** (for SCAS)  
**Activity Type**

Click 'Go'. The software will list courses as per selected criteria.

The screenshot shows the 'Student Group Offer Maintenance' interface. At the top, there are tabs for 'Registration Offers', 'Student Group Offers', and 'Staff Maintenance'. The 'Student Group Offers' tab is active. Below the tabs, there are several filter sections:

- School:** A text input field with a magnifying glass icon.
- Calendar Year:** A dropdown menu set to '2009'.
- Scholastic Year:** A dropdown menu set to 'Year 3'. A callout bubble points to this dropdown with the text: 'Filter for 'Scholastic Year' required'.
- Offering Status:** A dropdown menu set to 'Available'.
- Enrolment Type:** A dropdown menu set to 'All'.
- Sub Enrolment Type:** A dropdown menu set to 'ALL'.
- Activity Type:** A dropdown menu set to 'Course Class'. A callout bubble points to this dropdown with the text: 'Choose 'Course Class' from the drop down menu'.
- Staff:** A text input field with a magnifying glass icon.
- Clear:** A button to clear all filters.
- Go:** A button to execute the search.
- Show Legend:** A button to show the legend.

Below the filters is a 'Curriculum Offer Filter' section with two dropdowns: 'Scholastic Year' (set to 'Year 3') and 'Academic Period' (set to 'ALL').

The main table displays a list of courses. The columns are: Group offer name, Academic Period, Curriculum Offer Scholastic Year, Curriculum Offer, Scholastic Years, Staff, and Size. The table contains several rows of data, including 'Creative Arts', 'English', 'HSIE', 'Mathematics', 'PDHPE', and 'Science and ...'. A callout bubble points to the 'Scholastic Year' column with the text: 'All courses for the nominated scholastic year will be listed'. Another callout bubble points to the 'Staff' column with the text: 'Teacher linked to the course class will be displayed here'.

## STEP 2: Create a VET Course

Click 'Create' button at the bottom of the page.

A blank 'Student Group Offer' screen will appear which will allow the user to define the characteristics of the course to be created.

The screenshot shows the 'Student Group Offer' form in the SBSR system. The form is divided into several sections: 'Enrolment Types and Scholastic Years of group members', 'Curriculum Offer', and 'Identification Details'. Callouts provide instructions for each section:

- Change offering status from 'Draft' to 'Available'**: Points to the 'Offering Status' dropdown menu.
- Select the enrolment type for your SBSR group. If unsure, select 'All'.**: Points to the 'Supported enrolment types' list.
- Choose an appropriate scholastic year**: Points to the 'Supported scholastic years' list.
- Search for the relevant curriculum offer**: Points to the 'Curriculum Offer' search field.
- Enter the name of the course being created**: Points to the 'Group name' field.
- Choose 'Yes' from the drop down menu**: Points to the 'Is a Reporting Group?' dropdown menu.
- Click 'Save and exit' when all options are complete**: Points to the 'Save and exit' button.

The form includes fields for 'School', 'Activity Type', 'Offering Status', 'Enrolment Types', 'Scholastic Years', 'Curriculum Offer', 'Group name', 'Expected size', 'From date', 'To date', 'Number of Periods', 'Is a Reporting Group?', and 'Group Notes'. Buttons for 'Cancel', 'Save', and 'Save and exit' are at the bottom.

- e) Define types of students who will be enrolled in the course by selecting the appropriate 'Supported enrolment types'.

Specify 'All' or choose a specific type of student e.g. a group with only International Students 'ticked' will only allow registrations of Enrolment Type 'International' to be added to the course. Multiple selections are permitted. If unsure, tick 'All'. (Enrolment types may vary from school to school). Types of enrolments that may appear include:

Mainstream Enrolment  
Mainstream (Distance Education)  
Mainstream (International Students)  
Opportunity Class  
Selective High School

Distance Education Centre  
Support Class  
Evening Classes  
Intensive English Centre  
Saturday Class

- f) Check the relevant boxes from the 'Supported scholastic years' section. This will ensure that only students from the scholastic years selected will be added to the course.
- g) Choose the magnifying class that appears in the 'Curriculum Offer' section of the screen.


The screenshot shows a web application window titled "Search Curriculum Offer". Inside, there is a "Curriculum Offer Search" section with the following fields:

- Scholastic Year :** Year 11
- Academic Period :** 2011 Calendar Year (01/01/2011 to 17/12/2011)
- KLA/Subject :** KLA(DET): ENG - English
- Learning Program Type :** A dropdown menu is open, showing options: ALL, Standard (Normal), English as Second Language, Life Skill, and Vocational Education (VET). The "Vocational Education (VET)" option is highlighted.

Two callout boxes provide instructions:

- A callout pointing to the first three fields says: "Choose appropriate Scholastic year, Academic Period, and KLA/Subject".
- A callout pointing to the "Vocational Education (VET)" option says: "Choose VET 'Program Type'".

After selecting the appropriate Scholastic year, Academic Period and KLA/subject, choose from the drop down Vocation Education (VET) Click the 'Go' button.

VET Curriculum Offers available for the school will appear in a table. Select the VET offer required. If a school wishes to use SBSR to generate a report for the VET course being created, they need to ensure it is linked to an offer with the  icon.



**Search Curriculum Offer**

Curriculum Offer Search

Scholastic Year : Year 11

Academic Period : 2011 Calendar Year (01/01/2011 to 17/12/2011)

KLA/Subject : KLA(DET): TAS - TAS

Learning Program Type : Vocational Education (VET)

Go

**Matching Curriculum Offer(s)**

| Curriculum Offer ID | Curriculum Offer Name   | Curriculum Offer Code         | Curriculum Offer Description   | LPT | Status |
|---------------------|-------------------------|-------------------------------|--------------------------------|-----|--------|
| 1                   | Comm Pharma             |                               | pharmacy (SIR2...              | VET | AVA    |
| 2                   | Comm Pharma             |                               | pharmacy (SIR2...              | VET | AVA    |
| 3                   | Electr                  |                               | Energy (Career ...             | VET | AVA    |
| 4                   | Primary Indu            |                               | (Beef Productio...             | VET | AVA    |
| 5                   | Auto SBA                | Auto SBA (26091)              | Automotive Mechanical Tec...   | VET | AVA    |
| 6                   | Electrotechnology 26302 | Electrotechnology 26302 (2... | Sustainable Energy (Career ... | VET | AVA    |
| 7                   | Retail Services         | Retail Serv (13121)           |                                | VET | AVA    |
| 8                   | Const                   |                               | Painting and Decorating (CP... | VET | AVA    |
| 9                   | Test                    |                               | Test Qual (Test Qual)          | VET | AVA    |
| 10                  | DET Auto                |                               |                                | VET | AVA    |
| 11                  | DET Auto                |                               |                                | VET | AVA    |
| 12                  | DET                     |                               |                                | VET | AVA    |
| 13                  | DET Electro SBA         | Electro SBA (26091)           |                                | VET | AVA    |
| 14                  | DET Furnishing 43471    | Furnishing 43471 (43471)      |                                | VET | AVA    |

Select the appropriate Curriculum Offer from the table by clicking on its row.

Once a row has been selected the following dialogue box will appear. Select 'OK' or 'Cancel'.

**Windows Internet Explorer**

CurriculumOffer has been changed.  
Do you want to rename student Group Offer to default name [Physical activity and sports studies (CEC) (LAD)]?

OK Cancel

h) Complete the identification details. The fields marked with \* are mandatory.

Group name: Course name shown in ERN

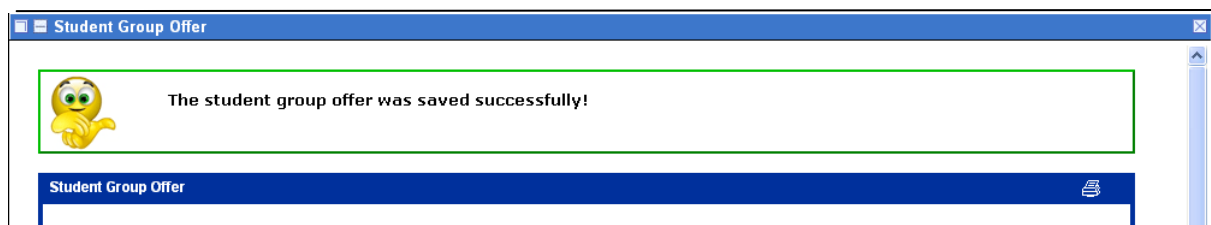
Expected size: Number of students expected to be in the SBSR reporting group. This number must be greater than zero.

From date: Date course will commence

To date: Date course will end

Is a reporting group: Select 'Yes' so that a SBSR report can be issued

Once the form has been completed, ensure the 'Save' button found at the bottom of the screen is selected. A message will appear confirming that data entered has been saved.



A new course has been created without staff and students. Schools will then need to attach a teacher and place students in the group created.

**Note: To add staff and students, see section on Adding/Removing Staff and Students.**

## Cloning an Existing Course

Cloning involves copying an existing course and using the settings associated with that course, to be the basis of further customisation.

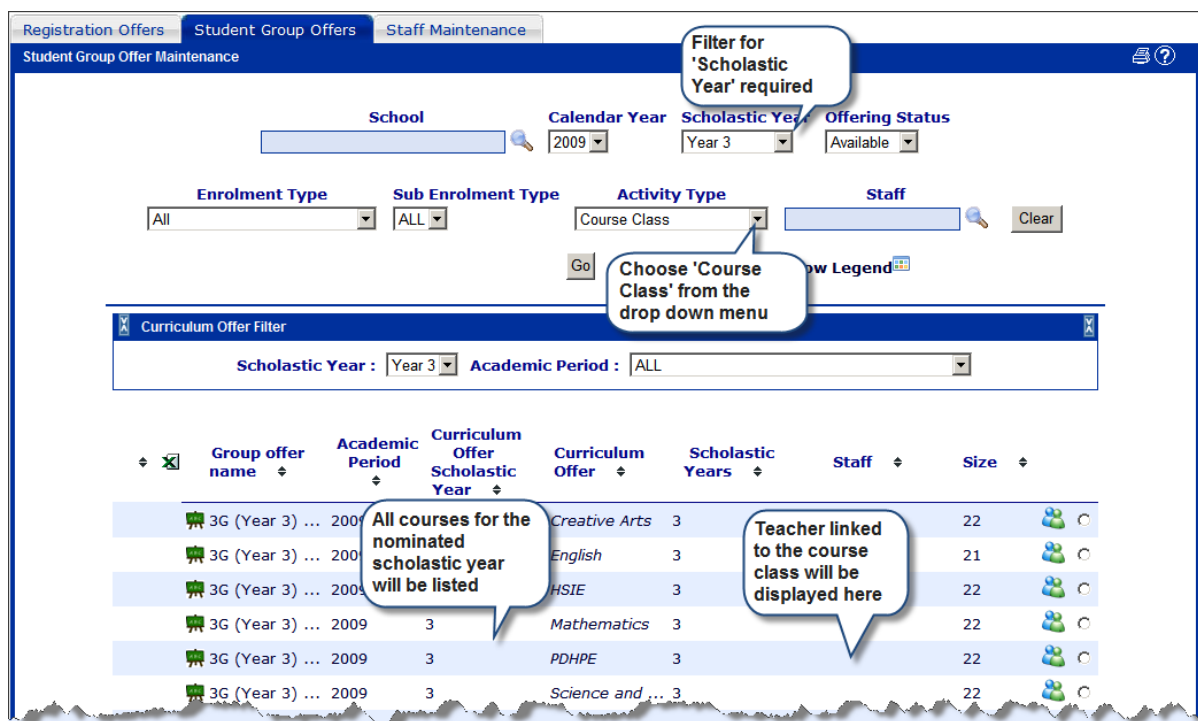
## Listing the Existing course in your School

Choose the 'ERN School Enrolment' navigation button.

Click '**Place Management**'

Go to the '**Student Group Offers**' tab

Select '**Course Class**' in '**Activity Type**' drop down menu.



Select appropriate **Calender year**, **Scholastic Year**, **Offering Status**,

## Enrolment Type, Sub Enrolment Type (for SCAS), Activity Type or Staff.

Click 'Go'. It will list student groups as per selected criteria.

Registration Offers Student Group Offers Staff Maintenance

Student Group Offer Maintenance

School  Calendar Year  Scholastic Year  Offering Status

Enrolment Type  Sub Enrolment Type  Activity Type  Staff  Clear

Go Show Legend

Curriculum Offer Filter

Scholastic Year :  Academic Period :

| Group offer name     | Academic Period | Curriculum Offer Scholastic Year | Curriculum Offer | Scholastic Years | Staff | Size |
|----------------------|-----------------|----------------------------------|------------------|------------------|-------|------|
| 3G (Year 3) ... 2009 | 3               | 3                                | Creative Arts    | 3                |       | 22   |
| 3G (Year 3) ... 2009 | 3               | 3                                | English          | 3                |       | 21   |
| 3G (Year 3) ... 2009 | 3               | 3                                | HSIE             | 3                |       | 22   |
| 3G (Year 3) ... 2009 | 3               | 3                                | Mathematics      | 3                |       | 22   |
| 3G (Year 3) ... 2009 | 3               | 3                                | PDHPE            | 3                |       | 22   |
| 3G (Year 3) ... 2009 | 3               | 3                                | Science and ...  | 3                |       | 22   |

All courses for the nominated scholastic year will be listed

Use the radio button to select which class to clone

## Cloning an Existing Course

Select radio button alongside the course you wish to clone.

Once the selection has been made, the 'Clone' button will become active. Click the 'Clone' button. A screen will appear that requires the user to specify the purpose of the cloned course class.

Clone Course Class

Clone 3G (Year 3) Creative Arts

Are you cloning this class for this year ? ☐

Are you cloning this class for NEXT year without students (Structure Only) ? ☐

Are you cloning this class for NEXT year and rolling the students over with it ? ☐

Close Go

Select relevant radio button and click 'Go'

Make the appropriate selection and then click 'Go'.

**School**  **Activity Type**  **Offering Status**  Ensure offering status is 'Available'

**Enrolment Types and Scholastic Years of group members**

☒ **Supported enrolment types**

|                      |                                     |
|----------------------|-------------------------------------|
| All                  | <input checked="" type="checkbox"/> |
| Mainstream Enrolment | <input checked="" type="checkbox"/> |

☒ **Supported scholastic years**

|              |                                     |
|--------------|-------------------------------------|
| All          | <input type="checkbox"/>            |
| Kindergarten | <input type="checkbox"/>            |
| Year 1       | <input type="checkbox"/>            |
| Year 2       | <input type="checkbox"/>            |
| Year 3       | <input checked="" type="checkbox"/> |
| Year 4       | <input type="checkbox"/>            |
| Year 5       | <input type="checkbox"/>            |
| Year 6       | <input type="checkbox"/>            |

**Curriculum Offer**

\*Curriculum Offer :  Click magnifying glass to change curriculum offer Click folder to display 'Curriculum Offer Details'

**Identification Details**

\*Group name :  33/132 Rename group if required

\*Expected size :

\*From date :   \*To date : Ensure that this option is toggled to 'Yes'

Number of Periods :

Is a Reporting Group? : ☒ Yes

Group Notes :

Copy all students from original group : ☒

Copy all staff from original group : ☒

a) Complete the identification details. The fields marked with \* are mandatory.

**Group name:** Course name shown in ERN. By default the software will label the class created a 'copy of' an existing course. Change this name to be the name of the new course. Should you wish to change the curriculum offer, click the magnifying glass. To view information about the default existing curriculum offered, click the folder icon.

Click 'Go' and make appropriate selections as follows.

**Expected size:** Number of students expected to be in the course. This number must be greater than zero.

**From date:** Date course will commence.

**To date:** Date course will end.

**Default Sub group:** A default sub group will be automatically updated with students and learning areas from the class originally cloned. Choose either 'Yes' or 'No'.

**Is a reporting group?:** Select 'Yes' to ensure a SBSR report is issued.

**Copy all students from Original group:** Tick or leave box empty.

**Copy all staff from original group:** Tick or leave box empty.

Once the form has been completed, ensure the 'Save' button found at the bottom of the screen is selected. A message will appear confirming that data entered has been saved.

## Adding a Staff Member to a Course

Should a teacher not be allocated to a course the following steps need to be followed:

- Select the 'ERN school enrolment' navigation button and then choose the 'Place Management' navigation button.
- Select the tab 'Student Group Offers' and then select the course that requires editing by clicking anywhere on the row.

The screenshot shows the 'Student Group Offer Maintenance' window. The left sidebar has a menu with 'ERN School Enrolment' and 'Place Management' highlighted. The main area has tabs for 'Registration Offers', 'Student Group Offers', and 'Staff Maintenance'. The 'Student Group Offers' tab is active. Callouts point to various elements: 'Click ERN School Enrolment first' points to the sidebar menu; 'Choose Student Group Offer tab' points to the 'Student Group Offers' tab; 'Click Place Management' points to the 'Place Management' menu item; 'Select Course class as the Activity type' points to the 'Activity Type' dropdown menu; 'Click the name of the class you wish to add a teacher' points to a row in the table; and 'Click anywhere on a row to select' points to a row in the table. The table has columns: Group offer name, Curriculum Offer, Scholastic Years, Staff, and Size. The bottom of the window has buttons: 'Clone', 'Bulk Create Course Class', 'Bulk Clone Course Class', and 'Create'.

Click the 'Add Staff' button located at the bottom of the screen. Multiple staff can be linked to a course.

The screenshot shows the 'Add Staff' window. It has a header 'Expected size:' and a table with columns: 'From date', 'To date', 'Is a default subgroup?', 'Is a sub-group of', and 'Is a Reporting Group?'. The 'From date' is 31/01/2008 and the 'To date' is 21/12/2008. The 'Is a default subgroup?' is Yes, 'Is a sub-group of' is KDR, and 'Is a Reporting Group?' is Yes. Below the table is a section titled 'OASIS Cross-reference Info'. At the bottom of the window is an 'Add staff' button. Callouts point to the 'Add staff' button and the 'OASIS Cross-reference Info' section. The bottom of the window has buttons: 'Cancel', 'Save', and 'Save and exit'.

A window will appear where you can either:

1. select from a list of teachers linked with your school;
2. search the human resources employment database for a particular teacher, or
3. change an existing teacher that is already linked to the course.

## Selecting a Teacher Linked with Your School

Choose an existing staff member linked to your school by clicking anywhere on the row in which they appear.

**Search Staff**

Search in **Public School ERN staff list**

First name :

Last name :

Employee ID :

**Results**

| Name      | Staff Print Name | Employee ID | School Name     |
|-----------|------------------|-------------|-----------------|
| Adam,     | MR G Ad          |             | Public School   |
| Anne,R    | MRS R            |             | Public School   |
| Byrne,    | MRS L            |             | Public School   |
| Chaffey,  | MRS S            |             | Public School   |
| Coomans,  | MRS A            |             | Public School   |
| Cummings, | MR P C           |             | Public School   |
| Dinger,   | MR B D           |             | Public School   |
| Fidock,   | MRS H            |             | Public School   |
| Fowler,   | Mrs J Fowler     | 11          | t Public School |

Once the row is clicked, the teacher will be linked to the course.

Select staff 'Role' as required from the drop down list.

Options include:

- Unknown / Not Provided
- Other / Not Applicable
- Assistant Teacher
- Delivery Teacher
- Supervisor Teacher
- Year Advisor

## Adding a New Teacher to a Course

Where a teacher does not appear in the table of staff linked to your school, a search can be made of the Human Resource Staff List.

Schools are required to either type in 'First name' and 'Last name' OR 'Employee ID'. The Employee ID is normally the teacher's serial number.

Once the required teacher has been found, click the 'Add employee to ERN staff list' button.

Select staff 'Role' as required from the drop down list.

Should a teacher not be found at the school, contact ITD Help Desk on 1800 338 483 to rectify the problem. The school will need to provide to the Help Desk the teacher's serial number and the role the teacher will require within the software.

### Changing a Teacher Allocated to a Course

- Change a staff name by clicking the magnifying glass alongside the 'Staff' field.



The following screen will appear.

Select the existing staff from staff list, or search and 'Add Employee to ERN staff list'.

### Removing a Teacher from a Course

To remove a teacher from a particular course, select the 'Staff Participation' box found at the bottom of the screen. Select the member of staff to be removed by choosing the 'check box' next to their name.

Click the 'Remove staff' button to remove that particular teacher from the class.

After all changes have been made, click the 'Save', or 'Save and Exit' button at the bottom of the screen.

A message will appear confirming that a save has taken place.

### Adding Students to a Course

Choose 'ERN School Enrolment' navigation' button.

Click **'Place Management'**.


Go to the **'Student Group Offers'** tab.

Select **'Course Class'** in **'Activity Type'** drop down menu.

The screenshot shows the 'Student Group Offer Maintenance' window. Callouts indicate the following steps:

- Click ERN School Enrolment first**: Points to the 'ERN School Enrolment' link in the left sidebar.
- Choose Student Group Offer tab**: Points to the 'Student Group Offers' tab at the top.
- Click Place Management**: Points to the 'Place Management' link in the left sidebar.
- Select Course class as the Activity type**: Points to the 'Activity Type' dropdown menu, which is set to 'CCL - Course Class'.
- Click the symbol of the class you wish to add or remove students**: Points to the person icon in the rightmost column of the table.

| Group offer name                  | Curriculum Offer      | Scholastic Years | Staff               | Size |
|-----------------------------------|-----------------------|------------------|---------------------|------|
| R ( Year 5) English               | English               | 5                | McCarthy,Mystie ... | 70   |
| R ( Year 5) Mathematics           | Mathematics           | 5                | McCarthy,Mystie ... | 70   |
| R ( Year 5) Science and Techno... | Science and Techno... | 5                | Mystie ...          | 70   |
| R (Year 5) English (ESL)          | English (ESL)         | 5                | ...                 | 0    |
| R (Year 5) HSIE (ESL)             | HSIE (ESL)            | 5                | ...                 | 0    |
| R (Year 5) PDHPE (LAD)            | PDHPE (LAD)           | 5                | ...                 | 0    |
| R (Year 5) PDHPE (ESL)            | PDHPE (ESL)           | 5                | ...                 | 0    |

- Click  alongside course name you wish to add students to.
- The **'Student Group Management'** window will be displayed.

The screenshot shows the 'Students in Y7ENG08' window. It displays the following information:

| Offering name | Activity type | Expected size | Curriculum | Staff    | Role             |
|---------------|---------------|---------------|------------|----------|------------------|
| Y7ENG08       | Course Class  | 22            | English    | MR J Ray | Delivery Teacher |

Below the table, there is a section for 'Show students who:' with a dropdown menu set to 'are current members' and a 'Show Legend' button. At the bottom, there are 'Close' and 'Add students' buttons. The 'Add students' button is circled in red, with a red arrow pointing to it from the text below.

- Click the **'Add Students'** button, the **'Search Criteria'** window will appear. Filter the data with appropriate detail, and then click the **'Go'** button.

**Search Criteria**

**School** 
**Calendar Year** 
**Scholastic Year** 
**Enrolment Type**

**Registration Offering** 
**Show students with** 
**Student Group**

**Family Name** 
**First Name** 
**SRN**

- All students matching the selected criteria will be displayed.

|  |                  |   |                              |   |                                     |
|--|------------------|---|------------------------------|---|-------------------------------------|
|  | Yang, Zijiang    | K | Kindergarten 2008 (Mainst... | 7 | <input type="checkbox"/>            |
|  | Yap, Darcy       | K | Kindergarten 2008 (Mainst... | 7 | <input type="checkbox"/>            |
|  | Yip, Aaron Hao   | K | Kindergarten 2008 (Mainst... | 7 | <input type="checkbox"/>            |
|  | Yortis, Georgina | K | Kindergarten 2008 (Mainst... | 7 | <input checked="" type="checkbox"/> |
|  | You, Isaac Sung  | K | Kindergarten 2008 (Mainst... | 7 | <input checked="" type="checkbox"/> |
|  | Young, Anthony   | K | Kindergarten 2008 (Mainst... | 7 | <input checked="" type="checkbox"/> |
|  | Yu, Roger        | K | Kindergarten 2008 (Mainst... | 7 | <input checked="" type="checkbox"/> |
|  | Zhang, Jeffery   | K | Kindergarten 2008 (Mainst... | 7 | <input checked="" type="checkbox"/> |
|  | Zhang, Peter     | K | Kindergarten 2008 (Mainst... | 7 | <input type="checkbox"/>            |

- To select the students, tick the check box ☐ at the end of student record. After selection, click the 'Add selected students' button at the bottom of the screen. Note: multiple students can be ticked.
- When student selection is completed, a screen similar to the following will be displayed.

**Students In**

**Offering name** KB   
**Activity type** Course Class   
**Expected size** 22   
**Curriculum** English   
**Staff** MR   
**Role** Delivery Teacher

**Show students who :** 
**Show Legend**

|  | SRN | Student name | Gender | D.O.B       | Roll Class | Registration status      | <input type="checkbox"/> |
|--|-----|--------------|--------|-------------|------------|--------------------------|--------------------------|
|  |     | is, Georgina | F      | 15-Mar-1995 | KB         | Enrolled (In Attendance) | <input type="checkbox"/> |
|  |     | .Isaac Sung  | M      | 22-Aug-1995 | KB         | Enrolled (In Attendance) | <input type="checkbox"/> |
|  |     | ng, Anthony  | M      | 05-Oct-1995 | KB         | Enrolled (In Attendance) | <input type="checkbox"/> |
|  |     | oger         | M      | 27-Oct-1995 | KB         | Enrolled (In Attendance) | <input type="checkbox"/> |
|  |     | ng, Jeffery  | M      | 20-Sep-1995 | KB         | Enrolled (In Attendance) | <input type="checkbox"/> |

- To remove students, tick the check box ☐ at end of the student's row and then click the 'Remove students' button found at the bottom of the page.

|  |                 |   |             |                          |                                     |
|--|-----------------|---|-------------|--------------------------|-------------------------------------|
|  | Yoo, Isaac Sung | M | 22-Aug-1995 | Enrolled (In Attendance) | <input type="checkbox"/>            |
|  | Young, Anthony  | M | 05-Oct-1995 | Enrolled (In Attendance) | <input checked="" type="checkbox"/> |
|  | Yu, Roger       | M | 27-Oct-1995 | Enrolled (In Attendance) | <input checked="" type="checkbox"/> |
|  | Zhang, Jeffery  | M | 20-Sep-1995 | Enrolled (In Attendance) | <input type="checkbox"/>            |

- A message will pop up to confirm your action. Multiple students can be ticked and removed at the same time.
- Click the 'Close' button once you have finished your selection.

## Transferring Students to a Course

Where students are already enrolled in a course, they can be transferred to another.

Choose 'ERN School Enrolment' navigation button.

Click '**Place Management**'.

Go to the '**Student Group offers**' tab.

Select '**Course Class**' in '**Activity Type**' drop down menu.

The screenshot shows the 'Student Group Offer Maintenance' window. The left sidebar contains a navigation menu with 'ERN School Enrolment' selected. The main area has tabs for 'Registration Offers', 'Student Group Offers', and 'Staff Maintenance'. The 'Student Group Offers' tab is active, showing a table of group offers. Callouts provide the following instructions:

- Click ERN School Enrolment first
- Choose Student Group Offer tab
- Click Place Management
- Select Course class as the Activity type
- Click the symbol of the class you wish to transfer students from

The table below is a representation of the data shown in the screenshot:

| Group offer name                 | Curriculum Offer      | Scholastic Years | Staff                | Size |
|----------------------------------|-----------------------|------------------|----------------------|------|
| R (Year 5) English               | English               | 5                | McCarthy, Mystie ... | 70   |
| R (Year 5) Mathematics           | Mathematics           | 5                | McCarthy, Mystie ... | 70   |
| R (Year 5) Science and Techno... | Science and Techno... | 5                | Mystie ...           | 70   |
| R (Year 5) English (ESL)         | English (ESL)         | 5                | ...                  | ...  |
| R (Year 5) HSIE (ESL)            | HSIE (ESL)            | 5                | ...                  | ...  |
| R (Year 5) PDHPE (LAD)           | PDHPE (LAD)           | 5                | ...                  | 0    |
| R (Year 5) PDHPE (ESL)           | PDHPE (ESL)           | 5                | ...                  | 0    |

A screen displaying all students enrolled in the class will appear. Choose students you wish to transfer either by selecting individually or using the 'select all' check box found above the last column on the right.

**Students In KSS (Kindergarten) Literacy**

Offering name: KSS (Kindergarten) Literacy    Activity type: Best Start Assessment    Expected size: 20    Curriculum: Literacy    Staff: MRS    Delivery: Delivered

Show students who: are current members    Show Legend

| SRN | Student name   | Gender | D.O.B  | Roll Class | Registration status      |
|-----|----------------|--------|--------|------------|--------------------------|
|     | Crawford, Kyle | M      | 2002   | K/ KSS     | Enrolled (In Attendance) |
|     | Cro, Tahlia    | F      | 1-2003 | K/ KSS     | Enrolled (In Attendance) |
|     |                | F      | -2002  | K/ KSS     | Enrolled (In Attendance) |

Buttons: Transfer, Add students, Remove students

The software will now prompt you to specify to which course you wish to transfer the students. To select the appropriate course, click the magnifying glass next to 'New student group offer'.

**Students Transfer**

New student group offer: [Text Box] [Magnifying Glass]

☐ Keep the student in current group offer

☒ Remove the student from the current group offer

Buttons: Back, Transfer and exit

All groupings that the students can be enrolled within will appear on screen. Click on the row of the course to which you wish the students to be transferred.

**Search Student Group**

Student Group: [Text Box]    Calendar year: 2008

Search

**Results**

| Student Group Name | From date  | To date    |
|--------------------|------------|------------|
| ALLKIDS            |            | 12/2008    |
| Chifley            |            | 12/2999    |
| Evans              |            | 12/2999    |
| Hargraves          |            | 12/2999    |
| Infants            | 29/01/2008 | 31/12/2999 |

Callout: Select the group you wish students to be moved to.

The class selected will now appear in the box alongside the 'New student group offer'.

The screenshot shows the 'Students Transfer' window within the 'Student Group Management' application. The window has a blue header bar with the title 'Students Transfer'. Below the header, there is a section titled 'New student group offer:' with a dropdown menu currently set to 'Infants'. To the left of this section, there are two radio buttons: 'Keep the student in current group offer' (unselected) and 'Remove the student from the current group offer' (selected). Below these radio buttons is a dropdown menu with four options: 'Add selected students to all DEFAULT subgroups', 'Add selected students to all DEFAULT subgroups', 'Add selected students to all subgroups', and 'Do not add students to subgroups'. The last option is highlighted in blue. To the right of the dropdown menu is a 'Transfer and exit' button. Three callout boxes are present: one on the left titled 'Options available for transferring students' pointing to the radio buttons and dropdown; one on the top right titled 'Students being transferred to this class' pointing to the 'Infants' dropdown; and one at the bottom right titled 'Once all options are selected click the transfer and exit button' pointing to the 'Transfer and exit' button.

To finalise the transfer, use the ☐ radio button to select from the options:

- **'Keep the student in the current group offer'; or**
- **'Remove the student from the current group offer'**

A drop down menu also gives various options about adding the students being transferred into Default sub groups, all subgroups or No sub groups.

Once all selections have been made, click the 'Transfer and exit' button

### Creating a Student Activity for SBSR Reporting

To generate 'other activities' within the SBSR reports, a Student Group Offer needs to be created within 'ERN School Enrolment - Place Management'. Groups created will then be imported into reporting periods generated by the school.

Activities will be sorted by scholastic year within the reporting period. Schools can report a maximum of 10 activities per year group.

**To avoid duplication of 'Other Activities' groups, it is advisable to list the existing groups within ERN:**

Choose 'ERN School Enrolment' navigation button.

Click **'Place Management'**.

Go to the **'Student Group Offers'** tab.

Select **'Other Activity'** in **'Activity Type'** drop down menu.

**Choose the YYY - Other Activities from the drop down menu**

| Group offer name | Curriculum Offer | Scholastic Years | Staff | Size |
|------------------|------------------|------------------|-------|------|
| Activity 1       |                  |                  | N/A   | 4    |
| Activity 2       |                  |                  | N/A   | 4    |
| Activity 3       |                  |                  | N/A   | 4    |
| Activity 4       |                  |                  | N/A   | 0    |
| Activity 5       |                  |                  | N/A   | 0    |
| Activity 6       |                  |                  | N/A   | 0    |
| Activity 7       |                  |                  | N/A   | 0    |
| Activity 8       |                  |                  | N/A   | 0    |
| Activity 9       |                  | 7                | N/A   | 0    |

**All Other Activities' offered within the school will be listed according to filtering options set**

To create a new other activity group, click the 'Create' button at the bottom of the page.

A blank 'Student Group Offer' screen will appear which will allow the user to define the characteristics of the other activity group to be created. Ensure that all mandatory fields are completed and the 'Reporting Group' option is set to 'Yes'.

**Change the offering status from draft to available**

**Choose an appropriate scholastic year/s**

**Choose the enrolment type. If unsure select all**

**Enter the name of the other activity**

**Complete the "Expected size" and "From and To" dates**

**Ensure Reporting group is set to "Yes"**

**Click save and exit when all options completed**

\*Indicates mandatory field.

Other activities created will appear within any reporting period generated. SBSR will only allow a maximum of 10 'other activities' to be reported upon per year cohort. Selection and sequencing of 'other activities' to be reported is determined in the reporting period setup. Use the up and down arrows to adjust the print sequence.

**Note:**

In ERN Place Management, the Group Name for 'Other Activity' specifies a 132 character limit. However, the corresponding field in SBSR software has a capacity for only 35 characters. Print names for 'Other Activities' can be modified in the Reporting Period setup page.

**SBSR Reporting Period Maintenance**  
Maintain Reporting Period (Step 4 of 5): Set Reporting parameters

School :  Calendar year :   
 Scholastic years :  Reporting period name :   
 From date :  To date :   
 Template Type :  Status :

Default value for achievement in 'Areas of learning' :   
 Report student effort :

**School Activities**  
Maximum number of School Activities in template Y7-12 T1 (A to E) is: 10

| Student Group | Print Name  | Activity | Staff          | From Date  | To Date    | Status    | Print Seq. |
|---------------|-------------|----------|----------------|------------|------------|-----------|------------|
| Activity 1    | Activity 1  | 10/35    | Other Activity | 01/01/2008 | 31/12/2008 | Available | 1          |
| Activity 10   | Activity 10 | 11/35    | Other Activity | 01/01/2008 | 31/12/2008 | Available | 10         |
| Activity 11   | Activity 11 | 11/35    | Other Activity | 01/01/2008 | 31/12/2008 | Available | 11         |
| Activity 2    | Activity 2  | 10/35    | Other Activity | 01/01/2008 | 31/12/2008 | Available | 2          |
| Activity 3    | Activity 3  | 10/35    | Other Activity | 01/01/2008 | 31/12/2008 | Available | 3          |
| Activity 4    | Activity 4  | 10/35    | Other Activity | 01/01/2008 | 31/12/2008 | Available | 4          |
| Activity 5    | Activity 5  | 10/35    | Other Activity | 01/01/2008 | 31/12/2008 | Available | 5          |
| Activity 6    | Activity 6  | 10/35    | Other Activity | 01/01/2008 | 31/12/2008 | Available | 6          |
| Activity 7    | Activity 7  | 10/35    | Other Activity | 01/01/2008 | 31/12/2008 | Available | 7          |
| Activity 8    | Activity 8  | 10/35    | Other Activity | 01/01/2008 | 31/12/2008 | Available | 8          |
| Activity 9    | Activity 9  | 10/35    | Other Activity | 01/01/2008 | 31/12/2008 | Available | 9          |

**Report Information Text**

| Standard Text Type Name      | Page       | Display on report |
|------------------------------|------------|-------------------|
| RSAP Progress Summary Report | First Page | Yes               |



## REPORTING PERIOD MAINTENANCE

### Setting Up a SBSR Reporting Period

The SBSR School Coordinator is required to complete the 'Reporting Period' setup wizard which will guide users through options to be made. Before setting up the reporting period, schools are encouraged to use the **Student Group Listing Report** to ensure that CRD and ERN data have been correctly setup (see page 95).

### Creating a Reporting Period

A reporting period defines all of the options available to a school regarding the 'look and feel' of school reports. A reporting period can relate to a single scholastic year or multiple years within a school. Click the 'Create' button to define the reporting period. The reporting period setup wizard requires users to make the following decisions:

**SBSR Reporting Period Maintenance**

**Search Criteria**

Organisational Unit/School:  Calendar Year: 2008

Show cancelled reporting period: No Show historical reporting periods: No

**Results**

| Reporting period name | Period         | Template          | Scholastic Years | Status                   |
|-----------------------|----------------|-------------------|------------------|--------------------------|
| Curriculum Test       | First Semester | Y7-12 T1 (A to E) | 7 and 8          | Available for Data Entry |
| Curriculum Test 2     | Mid Year       | Y7-12 T1 (A to E) | 7                | Draft                    |
| Curriculum Test 3     | Mid Year       | Y7-12 T1 (A to E) | 7, 8 and 9       | Draft                    |

**Teacher data entry detected**

**Software recommends import from ERN**

**List of existing reporting periods**

**Click create to generate new reporting period**

**Select a 'Calendar Year':** The year that will appear as a prefix to the report heading.

**Select 'For students in years':** SBSR uses different templates for different student cohorts. Select the appropriate year cohort from the drop down list.

**Choose 'From Date':** Date from which the reporting period being set up will remain active.

**Choose 'To Date':** Date that the reporting period being set up will expire.

The dates above will define the period of reporting. Students, who are enrolled within a school's ERN enrolment system between these dates, will receive a report generated by SBSR.

**Define a 'Reporting Period Name':** This is the unique title of the reporting period and is used throughout the system. This title will assist users to locate the particular reporting period at a future time.

**Choose 'Reporting Period Print Name':** Options are available from the drop down list of commonly used titles within the software, e.g. Semester 1. The choice made here will appear on the front page of the printed report.

**SBSR Reporting Period Maintenance** **Best Start Reporting Period**

**Maintain Reporting Period (Step 1 of 5): Identify Reporting Period**

Create and name a 'New reporting period' to define the reporting timeframe, scholastic years and template features for a report to parents. There are five screens to be completed.

Select the options and type the required text in this and the following screens.

**As the Reporting Period has already been created, you may 'Save' changes on any page. <Next> buttons will also save changes made. You will not be able to proceed to the final step of Reporting Period setup (page 5) until all the mandatory data has been entered on pages 1-4.**

Type a 'Reporting period name' using the scholastic years and time of year (eg Y3-6 08Sem1).

**From and To dates will define the reporting period. ERN will send student and course information automatically to SBSR for the duration of the time set.**

**Report name should be unique and meaningful to the school**

Organisational Unit/School:  Status:

In calendar year:  for students in years:

From date:  To date:

Reporting period print name:

Reporting period name:

Once these decisions have been made, the user will be presented with 4 more screens to complete the setup process.

## Selecting a Reporting Template

**SBSR Reporting Period Maintenance** **Best Start Reporting Period**

**Maintain Reporting Period (Step 2 of 5): Select template**

You are setting up a **2009 (First Semester)** reporting period for for students in years: **Years 1 to 6** **Public School**

Now please specify the following rules for this period: **2009 Year 2 Sem 1**

**Choose template:**

**Select and preview reporting template as required**

Four page report with:

- overall achievement grades and comments for all KLAS
- strand achievement grades for all KLAS
- lists for Other school activities, Social development and Commitment to learning
- attendance text

**Select and preview position of school logo as required**

Additional options - general comment; scale for "Effort"; in years 1 and 2, no overall achievement grades for KLAS other than English and mathematics

**Type of school logo on Front Page:**

**Message is displayed if a school logo has not been submitted**

**There is no logo of this type in the SBSR database for your school. Please contact the School Based Assessment and Reporting Unit (Curriculum K-12) for support.**

Note: In order to view the sample you will need Acrobat Reader which can be downloaded by using the following link :

**Reporting period setup up to this point can be saved, then click 'Next'**

A template is selected for each reporting period created. The list of templates that appear on the screen is limited by the scholastic year(s) chosen previously. The 'Show Sample' button

opens a sample of the currently selected template. There is also a brief description of the template selected.

**Note:** Select the 'Back' button at the bottom of the screen to return to the previous screen to change details of the reporting period. Selecting 'Cancel' at this point deletes any information entered. Selections made up to this point can be saved. Then click 'Next'.

## Selecting Scholastic Years and Cut-Off Dates

Schools need to select the scholastic years for which the 'reporting period' is to apply. Once these have been selected, various dates need to be set to manage work flow. These dates include:

- Open Date – identifies when teachers can begin data entry.
- Cut Off Date – teacher data entry may continue until this date. This date must be set to expire before the 'Review Completion Date', to allow sufficient time for reports to be reviewed prior to approval for printing. Although they can be reviewed, reports cannot be approved for printing until the 'cut off date' has expired.
- Review Completion Date – identifies when the review of student reports must be completed.
- Report Issue Date – date on which reports will be issued to parents. This date will be printed on the report.

## Set Reporting Parameters

This screen allows schools to customise their reports in a limited way. Options available on this screen will vary according to scholastic years chosen previously and VET reporting requirements.

**Set for all years/scholastic year tab** - If the option 'set for all' is chosen, then all values entered on this screen will apply for **each** scholastic year selected within the reporting period. Individual scholastic years can be customised by choosing a particular scholastic year tab and completing the options presented. Once a school enters information for a particular year cohort, the 'Set for All' years tab will disappear.

**Default value for achievement in areas of learning** - Schools can choose to set a default value for achievement in all areas of learning from Outstanding to Limited. Schools may decide to set this value to reduce teacher data entry time.

**Report Student Effort** – Schools can choose to have an effort meter appear on their reports.

**Add General Comment** – Schools can choose to have a general comment appear on their reports.

**General Comment Signatory** – High schools can choose to have a signatory line on their reports which will appear underneath the General Comment. This option is not available for primary schools as a signature line appears by default.

**Add Marks Boxes** – These only appear for high schools. SBSR software allows high schools to have up to 4 marks boxes appear per course on a student report. Each mark box can be customised to meet the needs of a school. Mark boxes left blank or unused will not print on the finalised report. Mark boxes can only be edited from individual year pages. The number of mark boxes can vary for individual years but will remain consistent for all subjects within a year cohort.

**Attendance Details.** High schools can choose to report attendance either through the use of words or through a table which indicates full days absent, partial days absent, explained and unexplained absences.

**Absence Collected (from/to) Dates** – High schools can identify the dates between which attendance data is collected.

## Vet Reporting Options

Mark Boxes for VET reporting groups can be different to those used by 'standard courses'

When required for a Reporting Group, use the following VET Marks Boxes

1 :  4/22    2 :  4/22    3 :  4/22    4 :  4/22

Add Attendance as comment :

This panel only appears for schools with VET reporting groups. Options that can be changed include:

- Show Registered Training Organisation Name and Number
- Inclusion of a course context statement or course description on VET reports
- Display of the Australian Qualification Framework Competency Code

- Inclusion of up to 4 mark boxes which will appear for all VET reporting groups, regardless of qualification. Each VET mark box can be customised to meet the needs of a school. Mark boxes left blank or unused will not print on the finalised report. VET mark boxes can only be edited from individual year pages and can differ from mark boxes used for 'standard' courses.

**Social development** - Schools should type relevant social development entries for scholastic years found within the reporting period (limit of 55 characters). The order of the entry on the final student report (print sequence) can be manipulated by using the red and blue arrows on screen. No more than 6 social development entries can be entered.

**Commitment to learning** - Schools should type appropriate 'Commitment to learning' entries for scholastic years found within the reporting period (limit of 55 characters). The order of the entry on the final student report (print sequence) can be manipulated by using the red and blue arrows on screen. No more than 6 'Commitment to learning' entries can be entered.

**Other School Activities** – This section is mandatory. This section of the screen will appear on individual year tabs. Information prefilled in this part of the screen is determined by groups created in ERN. The order of the entry on the final student report (print sequence) can be manipulated by using the red and blue arrows on screen.

**Report information text** – Schools can customise text that appears on the front page. Depending on the year cohort, a number of options will be available to the school to either remove or edit text. Default text is loaded but this can be replaced with text generated by the school. It must be noted, however, that default text cannot be deleted and left blank. The expectation is that schools will replace existing sample text to meet their needs.

When all options have been selected, ensure the 'Save' button is selected.

NEW SOUTH WALES  
DEPARTMENT OF  
EDUCATION  
AND TRAINING

Welcome to NSW Public Schools

SBSR Reporting Period Maintenance  
Maintain Reporting Period (Step 4 of 5): Set Reporting parameters

School :  School      Calendar year : 2011

Scholastic years : Years 7 to 12      Reporting period name :

From date : 24/03/2011      To date : 24/03/2011

Template Type : Y7-12 T1 (Descriptors)      Status : Available

A tab will appear for each year within the reporting period

Year 11

Report student effort : Yes

Add general comment : Yes

Signature line available

High Schools can have up to 4 mark boxes appear on their reports

1 :  4/22    2 :  5/22    3 :  6/22    4 :  6/22

Attendance Details

Report Attendance as days / comment : Days

Absence collected from :  to :

VET Reporting Options

Will only appear if school is reporting a VET Curriculum Offer

Show RTO identifiers(Name & Number) : Yes

Show Course Context Statement : Yes

Show Unit of Competency Code : Yes

When required for a Reporting Group, use the following VET Marks Boxes

1 :  4/22    2 :  4/22    3 :  4/22    4 :  4/22

Add Attendance as comment : No

Social Development & Commitment to Learning

Expected number of SD: minimum 1, maximum 6      Expected number of CTL: minimum 1, maximum 6

Social Development      Print Seq.      Commitment to Learning      Print Seq.

1 :  6/55    1    1 :  4/55    1

2 :  6/55    2    2 :  7/55    2

3 :  8/55    3    3 :  4/55    3

4 :  6/55    4    4 :  6/55    4

5 :  6/55    5    5 :  4/55    5

6 :  2/55    6    6 :  2/55    6

Print Sequence can be set

School Activities

Expected number of School Activities(per Scholastic Year): minimum 1, maximum 10      ERN/Student Group Offer

| Student Group Offer | Print Name                 | Activity Type | Staff          | From Date  | To Date    | Status | Print Seq. |
|---------------------|----------------------------|---------------|----------------|------------|------------|--------|------------|
| Copy of Scripture   | <input type="text"/> 17/35 | SCR           | Ms B Baker     | 01/01/2011 | 31/12/2011 | AVA    | 1          |
| GOM Scripture       | <input type="text"/> 13/35 | SCR           | Miss K Burt    | 01/01/2011 | 31/12/2011 | AVA    | 2          |
| Rajesh              | <input type="text"/> 6/35  | SPO           | Mr A Azzopardi | 01/01/2011 | 31/12/2011 | AVA    | 3          |
| Scripture           | <input type="text"/> 9/35  | SCR           | Miss K Burt    | 01/01/2011 | 31/12/2011 | AVA    | 4          |

Hyperlink available to allow schools to create additional 'Other Activities'

Report Information Text

Hover over first column for explanation of codes

| Standard Text Type Name | Page       | Display on report |
|-------------------------|------------|-------------------|
| RPRS                    | First Page | Yes               |
| RPCR                    | First Page | Yes               |
| RPCA                    | First Page | Yes               |
| RDES                    | First Page | Yes               |
| RNAPL                   | First Page | Yes               |
| REFF                    | First Page | Yes               |
| RESL                    | Last Page  | Yes               |
| RPLP                    | Last Page  | Yes               |
| RVET                    | Last Page  | Yes               |

Print options available

Cancel Back Next

For assistance click here to log an ICT Service Desk Request or call 1800 338 483 (M-F 7:30am-6pm).

## Importing From ERN

The final step in creating a reporting period is to click on the button 'Save and Exit'. This will automatically import the most current ERN data available for the school and save the reporting period that was just created.

A confirmation that the reporting period was successfully created will appear.

SBSR Reporting Period    Best Start Reporting Period

Maintain Reporting Period (Step 5 of 5): Import Reporting Groups and students from ERN

School : Bathurst Public School      Calendar year : 2008

Scholastic years : Years 1 to 6      Reporting period name : Curriculum Test

From date : 01/10/2008      To date : 31/10/2008

Template Type : Y1-6 T2 (A to E)      Status : Draft

ERN Reporting Group and students have already been imported. Would you like to reimport data from ERN?

Yes : ☒      No : ☐

Cancel    Back    Save And Exit

## Modifying a Reporting Period

Certain elements of a reporting period can be changed after it has been created. SBSR software will detect if teacher data entry has begun and determine what can be changed. Some fields or options may be locked for further editing.

To modify a reporting period, select the previously created 'reporting period' by clicking on the table that appears in the lower part of the screen.

Follow the same steps used to create the reporting period. Fields that are not locked can be edited.

Please note: **It is recommended that reporting period set up is confirmed and approved prior to any assessment data entry by teachers.** Fields that require a new ERN import may not be edited once teacher data entry has begun (please see table below). If those fields require editing, a new reporting period must be created for that particular cohort, and therefore any student data previously entered by the teacher will need to be re-entered.



|                              | Will change require ERN import? |   | Will change require ERN import? |
|------------------------------|---------------------------------|---|---------------------------------|
| Change template              | NO                              | Add or remove effort meter  | YES                             |
| Change managing dates        | NO                              | Add or remove mark boxes  | YES                             |
| Change front page text       | NO                              | Add or remove Commitment to Learning, or Social Development entry | YES                             |
| Correct spelling error       | NO                              | Add or remove 'other activity'                                    | YES                             |
| Edit existing mark box       | NO                              | Add or remove general comment                                     | YES                             |
| Change VET Reporting Options | YES                             | Add or remove VET Mark Boxes                                      | YES                             |

After all changes have been made, the software may attempt to import data from ERN. The software will inform users that this is occurring on the 'Save and Exit' screen.

## Cancelling a Reporting Period

A previous reporting period that is no longer active may be cancelled to remove it from view on the screen. To cancel a reporting period, click on the particular reporting period to be cancelled. Change the status of the reporting period from 'Available' to 'Cancelled'. Then click 'Save'.

A message will appear confirming that the reporting period has been updated. Click 'OK' to continue.



## Re-Activating a Reporting Period

---

To re-activate a cancelled reporting period, ensure that the drop down options labelled 'show cancelled reporting periods' and 'show historical reporting periods' are switched to 'Yes'.

A table will appear with cancelled and historical reporting periods.

From the reporting periods listed, select the 'reporting period' to be activated. A screen will appear that will allow the status to be changed to 'available' through the use of a drop down menu. Click 'Save'. A message will confirm that the 'reporting period' is now active.

## Cloning a Reporting Period

---

A time saving facility exists within the software to create a reporting period by cloning a previous reporting period and then making the required modifications. To 'Clone' a reporting period, ensure that the 'show cancelled reporting periods' and 'show historical reporting periods' options are switched to 'Yes'.

Click on the 'Clone' button which appears next to the selected reporting period. The 'Create a new reporting period' screen will appear pre-filled with all of the details from the selected 'cloned' reporting period.

Complete and edit the various screens as required. A message will appear confirming the newly cloned reporting period.

When cloning a reporting period, only options previously chosen within the reporting period wizard are duplicated.

## REPORTING GROUP MAINTENANCE

### Checking and Adjusting Non VET Reporting Groups

A reporting group describes the relationship between teachers, students KLA/subjects and learning areas. In high schools a reporting group should be created for each course studied.

SBSR software allows users to turn off learning areas, overall achievement and the effort meter for ESL, Learning Adjustment and Life Skills students. Options will appear available where the *Curriculum Planning Assessment and Report to Parents* policy allows it. Options available are accessible through using the drop down menus found in particular rows within the reporting group table.

Schools should also use this screen to check that the right teacher is linked to the right course and if data entry has begun.

SBSR Reporting Group Maintenance  
Maintenance SBSR Reporting Group

**Search Report Groups**

Organisational Unit/School: Public School

Calendar Year: 2009

Reporting Period: 2009 Year 1 Sem 1

Scholastic year: Year 1

Status: Draft

Go

Show Legend

**View reporting group by**

KLA/Subject: All

Teacher: All

Learning Program Type: All

**Reporting Groups**

| Course Class                         | Curriculum Offer       | LPT | Staff | O.A. | Effort | AoL | Marks | Status |
|--------------------------------------|------------------------|-----|-------|------|--------|-----|-------|--------|
| 1/2B (Year 1) Creative Arts          | Creative Arts          | STD |       | Yes  | Yes    | No  | No    | Draft  |
| 1/2B (Year 1) English                | English                | STD |       | Yes  | Yes    |     |       |        |
| 1/2B (Year 1) HSIE                   | HSIE                   | STD |       | Yes  | Yes    |     |       |        |
| 1/2B (Year 1) Mathematics            | Mathematics            | STD |       | Yes  | Yes    |     |       |        |
| 1/2B (Year 1) PDHPE                  | PDHPE                  | STD |       | Yes  | Yes    | No  | No    | Draft  |
| 1/2B (Year 1) Science and Technology | Science and Technology | STD |       | Yes  | Yes    | No  | No    | Draft  |
| 1A (Year 1) Creative Arts            | Creative Arts          | STD |       | Yes  | Yes    | No  | No    | Draft  |
| 1A (Year 1) English                  | English                | STD |       | Yes  | Yes    | Yes | No    | Draft  |
| 1A (Year 1) HSIE                     | HSIE                   | STD |       | Yes  | Yes    | No  | No    | Draft  |
| 1A (Year 1) Mathematics              | Mathematics            | STD |       | Yes  | Yes    | No  | No    | Draft  |
| 1A (Year 1) PDHPE                    | PDHPE                  | STD |       | Yes  | Yes    | No  | No    | Draft  |
| 1A (Year 1) Science and Technology   | Science and Technology | STD |       | Yes  | Yes    | No  | No    | Draft  |
| English - ESL                        | English - ESL          | ESL |       | Yes  | Yes    | Yes | No    | Draft  |
| Mandarin                             | Mandarin               | STD |       | Yes  | Yes    | No  | No    | Draft  |

Use the 'select all' check box to change the status of all reporting groups at once

Before teacher data entry can begin, reporting groups must be toggled to 'available'

Options will appear where policy allows it

## Setting Non VET Reporting Groups for Teacher Data Entry

After checking or adjusting the details of reporting groups, their status will need to be changed from the default setting of 'Draft' to 'Available'. This is done by checking the 'Select all' box found in the first column of the first row of the reporting group table and then using the 'change status' button found at the bottom of the screen.

The screenshot displays the 'SBSR Reporting Group Maintenance' window. At the top, there's a 'Search Report Groups' section with filters for Organisational Unit/School, Calendar Year (2011), Reporting Period, Scholastic year (Year 11), and Status (All). Below this is the 'View reporting group by' section with filters for KLA/Subject, Teacher, NON-VET (selected), VET, and Learning Program Type. The main area shows a table of 'Reporting Groups' with columns: Course Class, Curriculum Offer, LPT, Staff, O.A., Effort, AoL, Marks, and Status. Two rows are visible: 11BIO3.1 (Biology (Prel)) and 11BS6.2 (Business Studies (Pr...)). Both have a 'Draft' status. At the bottom, there are 'Change Status' and 'Add Reporting Groups' buttons. Callouts provide instructions: 'Use the radio button to select non VET Reporting Groups' points to the NON-VET radio button; 'Use the select all to choose multiple reporting groups' points to the 'Select all' checkbox in the first row; 'Select the Change Status button' points to the 'Change Status' button; and 'Non VET Reporting Groups' points to the NON-VET radio button.

A new screen will appear where users can select 'Draft', 'Available' or 'Cancelled'. Click on the 'Save and Exit' button once a selection has been made. This will change the status of selected reporting groups.

Where an individual reporting group status needs to be changed, click on the check box that is found in the last column of the reporting group table and then use the 'change status' button.

### Important Note!!

**If this step is not undertaken, reporting groups will not be visible to teachers to complete data entry on their reports.**

## Setting VET Reporting Groups for Teacher Data Entry

After choosing the Report Group maintenance navigation button, select the VET radio button found within the "View report Group by" section of the screen. All VET reporting groups will appear in a table allowing the school to further customise the way VET courses are reported. Options available include:

- The ability to report Location of Work Placement for individual VET Reporting Groups
- The Option to turn off Mark Boxes from individual VET Reporting Groups

After checking or adjusting the details of reporting groups, their status will need to be changed from the default setting of 'Draft' to 'Available'. This is done by checking the 'Select all' box found in the first column of the first row of the reporting group table and then using the 'change status' button found at the bottom of the screen.

**SBSR Reporting Group Maintenance**  
Maintenance SBSR Reporting Group

**Search Report Groups**

Organisational Unit/School:  Calendar Year: 2011 Reporting Period:  Scholastic year: Year 11 Status: All

Use the radio button to select VET 'Reporting Groups'

View reporting group by

KLA/Subject: All Teacher: All NON-VET: ☐ VET: ☒ Learning Program Type: Vocational Education (VET)

Use the 'select all' to choose multiple reporting groups

**Reporting Groups**

| <input checked="" type="checkbox"/> | Course Class                  | Curriculum Offer       | LPT | Staff          | LoWP | Effort | UoC | Marks | Status    | <input checked="" type="checkbox"/> |
|-------------------------------------|-------------------------------|------------------------|-----|----------------|------|--------|-----|-------|-----------|-------------------------------------|
| <input checked="" type="checkbox"/> | Ent Industry                  | Ent Industry           | VET | Ms V BREWER    | No   | Yes    | Yes | No    | Available | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | Sport & Rec                   | Sport & Rec            | VET | Mrs S Branagh  | No   | Yes    | Yes | No    | Available | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | 11 Aged Care                  | Aged Care              | VET | Miss K Burt    | No   | Yes    | Yes | No    | Available | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | 11 Electrotechnology 26302    | Electrotechnology 2... | VET | Miss K Burt    | No   | Yes    | Yes | No    | Available | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | 11 Electrotechnology SBA 2... | Electrotechnology S... | VET | Miss K Burt    | No   | Yes    | Yes | No    | Available | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | Construction                  | Construction's Com...  | VET | Miss K Burt    | No   | Yes    | Yes | No    | Available | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | Aboriginal Lang               | Aboriginal Lang        | VET | Mr A Azzopardi | No   | Yes    | Yes | No    | Available | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | Auto SBA                      | Auto SBA               | VET | Mr A Azzopardi | No   | Yes    | Yes | No    | Available | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | Construction's Com...         | Construction's Com...  | VET | Mr A Azzopardi | No   | Yes    | Yes | No    | Available | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | Electrotechnology 2...        | Electrotechnology 2... | VET | Mr A Azzopardi | No   | Yes    | Yes | No    | Draft     | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | Electrotechnology 2...        | Electrotechnology 2... | VET | Mr A Azzopardi | No   | Yes    | Yes | No    | Draft     | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | Turkish Lang                  | Turkish Lang           | VET | Miss K Burt    | No   | Yes    | Yes | No    | Draft     | <input checked="" type="checkbox"/> |

Only VET 'Reporting Groups' are displayed

Select the 'Change Status' button

Save Change Status Add Reporting Groups

A new screen will appear where users can select 'Draft', 'Available' or 'Cancelled'. Click on the 'Save and Exit' button once a selection has been made. This will change the status of selected reporting groups.

Where an individual reporting group status needs to be changed, click on the check box that is found in the last column of the reporting group table and then use the 'change status' button.

### Important Note!!

**If this step is not undertaken, VET reporting groups will not be visible to teachers to complete data entry on their reports.**












## Editing Learning Areas and Units of Competency within a Reporting Group


Learning areas or Units of Competency within a particular reporting group can be amended at any time prior to teacher data entry.


Before learning areas or Units of Competency can be changed within a reporting period, the School/Year SBSR co-ordinator needs to have amended the learning areas or added Units of Competency, associated with the curriculum offer. This is done from the "Curriculum Offer Maintenance" screen.

Amendments made can then be imported into a reporting period from the "Reporting Group Maintenance" screen.

Use the filtering to select the appropriate "Calendar Year", "Reporting Period" and "Scholastic Year". Select "Go".

|   |            |         |     |               |     |     |     |    |           |   |   |   |
|---|------------|---------|-----|---------------|-----|-----|-----|----|-----------|---|---|---|
|  | 07SC-H - 5 | Science | STD | MS S Thomson  | Yes | Yes | Yes | No | Available |  |  |  |
|  | 07SC-O - 7 | Science | STD | MS L Thickett | Yes | Yes | Yes | No | Available |  |  |  |
|  | 07SC-Y - 8 | Science | STD | MS S Thomson  | Yes | Yes | Yes | No | Available |  |  |  |

Choose the  icon to amend learning areas

Choose the  icon that appears at the end of the row of the reporting group you wish to edit, to amend learning areas or Units of Competency. This will open a screen below.





**Refresh Curriculum Offer Learning Areas**

**Learning Areas**

**Reporting Group**





| Course Class | Curriculum Offer | Oasis Code | Curriculum Offer Owner    | LPT |
|--------------|------------------|------------|---------------------------|-----|
| 07SC-G - 3   | Science          | SC08       | Burwood Girls High School | STD |

**Reporting Group Learning Areas**

| Learning Area  | Print Seq. |
|--|------------|
|  Knowledge and Understanding        | 1          |
|  Communication                      | 1          |
|  Planning/conducting investigations | 2          |
|  Problem-solving/Critical thinking  | 3          |

Learning Area deleted within "Curriculum Offer Maintenance"

**Curriculum Offer Learning Areas**

| Learning Area  | Print Seq. |
|--|------------|
|  Knowledge and Understanding        | 1          |
|  Planning/conducting investigations | 2          |
|  Problem-solving/Critical thinking  | 3          |
|  New Learning Area to be added      | 4          |

New Learning Area added within "Curriculum Offer Maintenance"

Tick signifies "Learning Area" exists within Reporting Group

Close Refresh Learning Areas

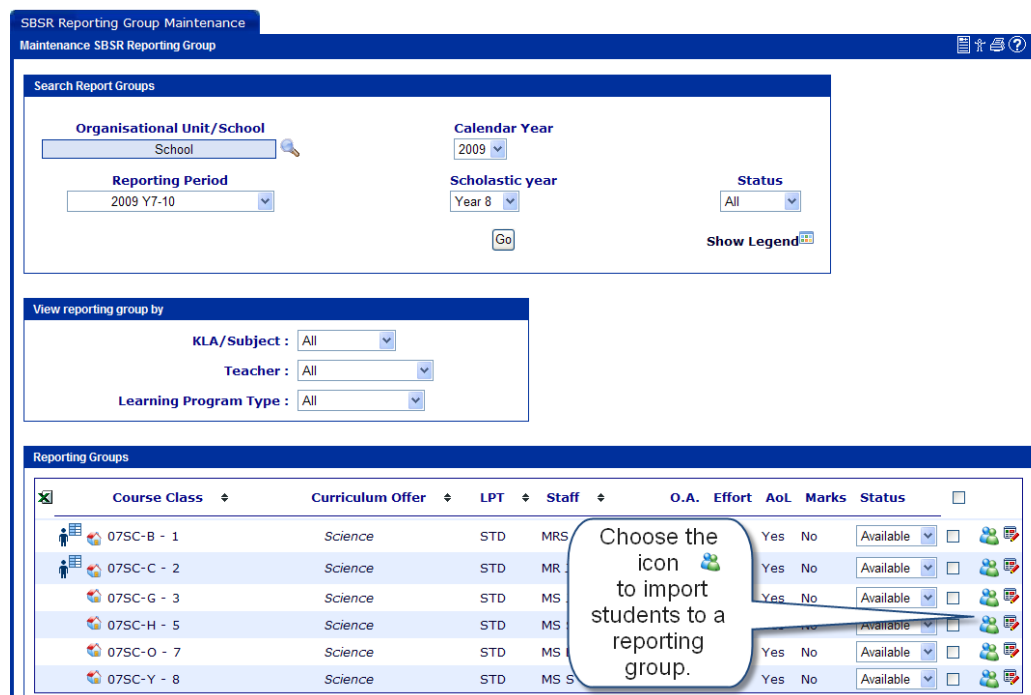
Click the "Refresh Learning Areas" button to update reporting group Learning Areas


Click the "Refresh Learning Areas" button to import required learning areas or Units of Competency into the reporting group.

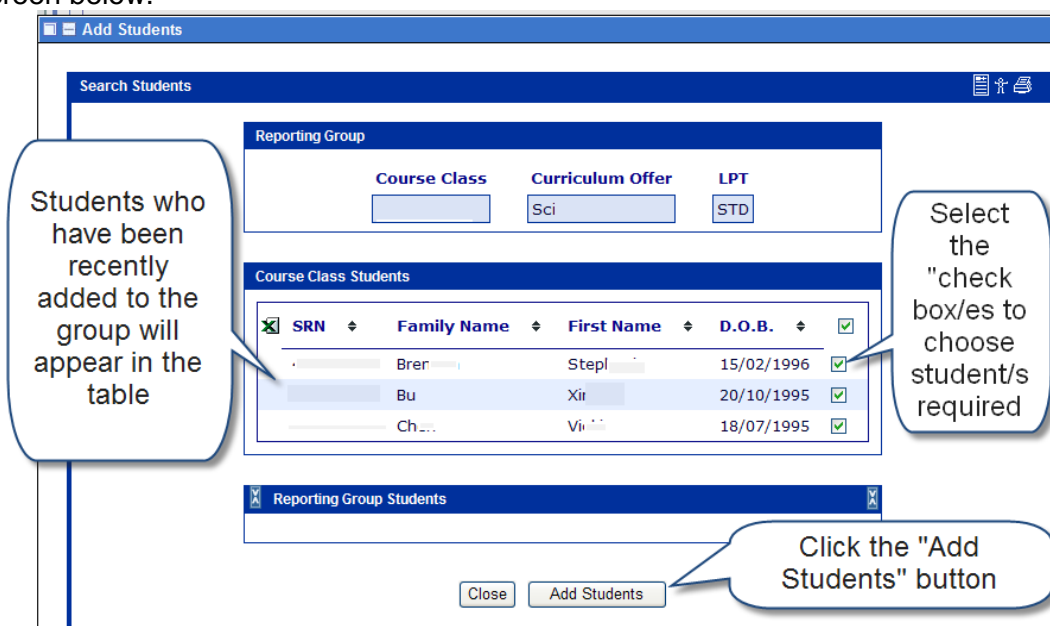
## Adding students to a Reporting Group after the Reporting Period “to date” has expired

Student changes in ERN can be imported into SBSR at any time prior to the “report issue” date. (Located on page 4 of the reporting period setup).

To add the students to a particular reporting group, choose the “Report Group Management” navigation button and use the filtering to select the appropriate “Calendar Year”, “Reporting Period” and “Scholastic Year”. Select “Go”.



Choose the  icon to add the students to a particular reporting group. This will open a screen below.



Selected students will be added to the reporting group for teacher data entry.

## Adding a Reporting Group after Teacher Data Entry

Reporting groups can be added to a reporting period at any time prior to the “report issue” date. (Located on page 4 of the reporting period setup).

Before adding the reporting group, schools need to ensure that a course has been created in ERN and linked to a curriculum offer.

To add the reporting group to a particular reporting period, choose the “Report Group Management” navigation button and use the filtering to select the appropriate “Calendar Year”, “Reporting Period” and “Scholastic Year”. Select “Go”. A button will appear at the bottom of the screen allowing schools to Add Reporting Groups.

**SBSR Reporting Group Maintenance**  
Maintenance SBSR Reporting Group

**Search Report Groups**

Organisational Unit/School:

Calendar Year: 2009

Reporting Period: 2009 1st Semester Kinder

Scholastic year: Kindergarten

Status: All

Go

Show Legend

**View reporting group**

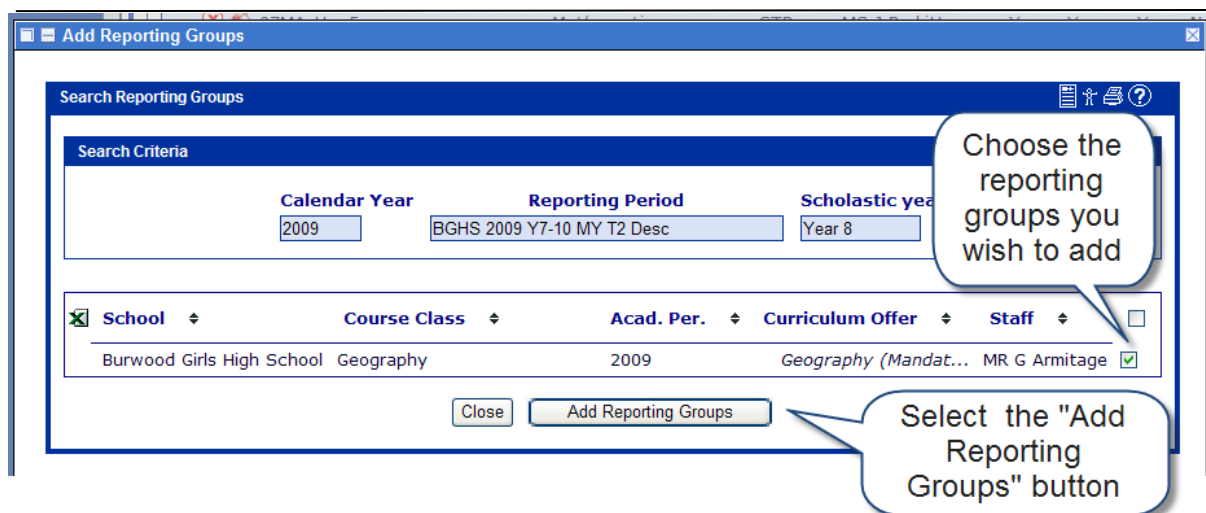
Learning Program type: All

**Reporting Groups**

|  | Course Class                   | Curriculum Offer | LPT | Staff | O.A.    | Effort | AoL | Marks | Status    |
|--|--------------------------------|------------------|-----|-------|---------|--------|-----|-------|-----------|
|  | K-2 (Kindergarten) Creative... | Creative Art...  |     |       | ARVEY   | No     | Yes | No    | Available |
|  | K-2 (Kindergarten) English     | English          |     |       | EY      | No     | Yes | Yes   | Available |
|  | K-2 (Kindergarten) HSIE        | HSIE             |     |       | EY      | No     | Yes | No    | Available |
|  | K-2 (Kindergarten) Mathem...   | Mathema...       |     |       | EY      | No     | Yes | Yes   | Available |
|  | K-2 (Kindergarten) PDHPE       | PDHPE            |     |       | ey ...  | No     | Yes | No    | Available |
|  | K-2 (Kindergarten) Science ... | Science an...    |     |       | vey ... | No     | Yes | No    | Available |

Save Change Status Add Reporting Groups

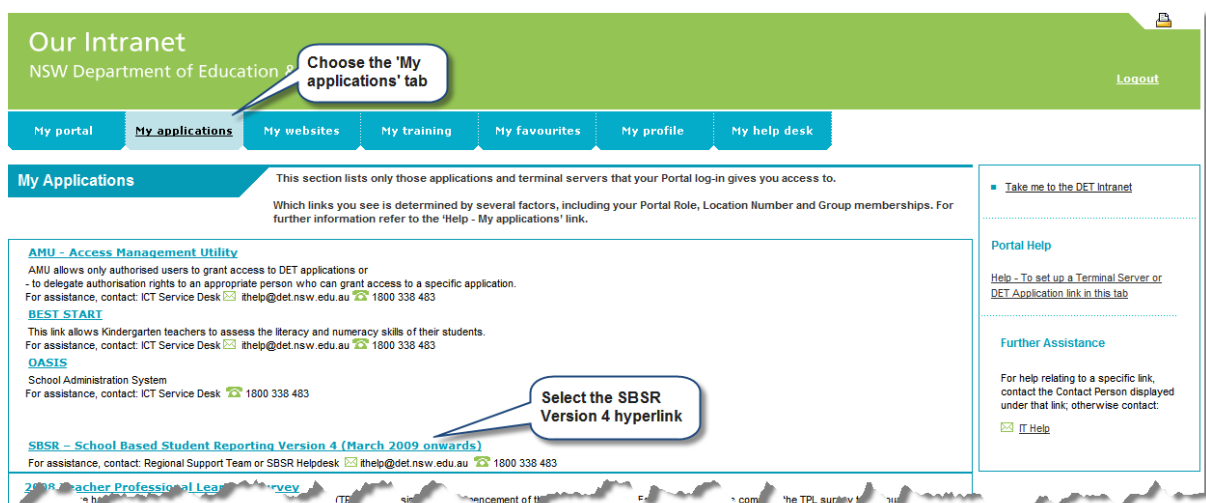
After selecting the “Add Reporting Groups” button, reporting groups created after the initial import of school data into the existing reporting period, will appear.



Reporting groups added will need to be set as available for teacher data entry from the “Report Group Maintenance” screen.

## ENTERING STUDENT RESULTS

SBSR software is accessible via the DET portal. To launch the software, teachers are to select the ‘My Applications’ tab within the portal and then select the ‘SBSR – School Based Student Reporting’ hyperlink.



The SBSR software will start.

Select the Best Start and SBSR navigation button to the left of screen.

Click on the ‘Enter Student Results’ navigation button.



Teachers may begin entering student data either by **student** or by **course** at any time. Use the drop down menu to select the preferred mode of data entry, the appropriate class and then click 'Go'. Once reporting groups are set as 'Available', teachers may begin entering student data either by *student* or by *course*.

Click on 'Enter Student Results' tab

Use drop down menu to select method of data entry

There are basically two different modes for entering student results. The Student based entry allows you to enter all the details (across all courses you are responsible for) for a given student. This is intended mainly for primary teachers who deliver different courses to the same student. The second data entry method allows you to enter details for a group of students based on the course. This is the expected way a secondary school teacher is expected to enter their report details. You can of course choose the way you prefer.

Organisational Unit/School : Public School

I would like to enter my details by : Student

Go

For assistance click here to log an ICT Service Desk Request or call the ICT Service Desk on 1800 338 483

Use the drop down menu to select the preferred mode of data entry, then click 'Go'.

As with all DET web based software, SBSR logs off all users after a period of 30 minutes of inactivity, unless options are changed after selecting the 'My Profile' navigation button. If users believe that they may be on a particular screen for more than 20 minutes it is advisable that they click the 'Save' button.

## DATA ENTRY - BY STUDENT- NON VET COURSES

Select the 'Enter Student Results' navigation button to the left of the screen.

Use the drop down menu to select the preferred mode of data entry. Select 'Student' and then click 'Go'. The following screen will appear.

Search Criteria

Organisational Unit/School : School

Scholastic Year : All

Student Group Type : Roll Class

Student Group : All

Show Students Who : are current members

Go

Use filtering to list students required

Close

Options will then be available to filter students' reports according to Scholastic Year, Student Group (if applicable), Roll Class, Course Class, or Composite Course Class using the drop down menus.

SBSR Student Results Maintenance  
Enter Student Results - By Student

**Search Criteria**

Organisational Unit/School :  Scholastic Year :

Student Group Type :  Student Group :

Show Students Who :

Students can be sorted according to column headings

Use filtering as appropriate

| Family Name | First Name | SRN | Scholastic Year | Reporting Period Name  | Report Name                     | Report Status |
|-------------|------------|-----|-----------------|------------------------|---------------------------------|---------------|
| Christopher |            |     | Year 2          | 2009 Year 2 Semester 1 | 2009 - Second Semester - Year 2 | Not Started   |
| Zachary     |            |     | Year 2          | 2009 Year 2 Semester 1 | 2009 - Second Semester - Year 2 | Not Started   |

- Click on the student for which results are to be entered. This can be done by clicking anywhere on the row in which the student's name appears.
- Allocate judgements for learning areas by clicking on the appropriate radio buttons /cells. The software will recommend an overall achievement level, but teachers are expected to use professional judgement to override the software where required. Once overall achievement has been overridden, the software will make no further recommendations for that student in that KLA/subject.
- Allocate an 'Effort' level by selecting the appropriate button. The effort meter will only appear if this option was selected in the reporting period setup.
- To add a comment, click inside the comment box. The counter will indicate the number of characters allowed within the comment box. Comments must be typed as one block of text with no line spaces. If the character limit is exceeded, upon attempting to save the comments, the counter will become highlighted in red and a message will appear at the top of the screen.
- Shortcuts have been added to the software to ensure correct spelling of the student's name. To insert the student's name, press the 'F2' key or double click the student's name. Pressing the 'F8' key or double clicking will add the possessive form of the student's name (e.g. Ryan's).

**NEW SOUTH WALES DEPARTMENT OF EDUCATION AND TRAINING** **Welcome to NSW Public Schools**

**SBSR Student Results Maintenance**  
Enter Student Results - By Student

Organisational Unit/School: School Student: SRN: Scholastic Year: Report Name:

Open All Panels Close All Panels

Use these buttons to display other KLA panels below

Overall achievement can be overridden by the teacher at any time

Report student's achievements in this class: Yes

|                     | A | B | C | D | E | 5 | 4 | 3 | 2 | 1 |
|---------------------|---|---|---|---|---|---|---|---|---|---|
| Overall Achievement |   |   |   |   |   |   |   |   |   |   |
| Effort              |   |   |   |   |   |   |   |   |   |   |

**Learning Area**

|   | outstanding | high | sound | basic | limited | Not Required |
|---|-------------|------|-------|-------|---------|--------------|
| Applies understanding of professional dance works to o... |             |      |       |       |         |              |
| Composes dance to communicate ideas                       |             |      |       |       |         |              |
| Demonstrates dance technique and performance quality      |             |      |       |       |         |              |
| Identifies and explores space, time and dynamics          |             |      |       |       |         |              |

**Teacher Comments**

Spell checker and character count

Comment starters to support comment writing are found here

Comment Starters

**Social Development**

|  | usually | sometimes | rarely |
|--|---------|-----------|--------|
|  |         |           |        |

**Commitment to Learning**

|      | usually | sometimes | rarely |
|------|---------|-----------|--------|
| CTL1 |         |           |        |

Click "X" to open tabs for other KLA's

Save & Previous Save & Next Cancel Save Save & Exit

Save your work every ten minutes

[2 of 2] Y6ESL T1AE Agricultural Technology

**Student Results Review**

- Comment starters are housed within the software to assist in the formation of succinct, individualised comments about student achievement. These may be accessed by clicking the 'Comment Starters' button below the comment box. A screen will appear, allowing filtering by 'comment type', 'stage', 'KLA/subject', 'learning program type' and 'learning area'. The first five of these categories will be filled by default, however, users can choose to insert comment starters from particular learning areas within each KLA/subject. Kindergarten teachers may access Best Start comment Starters for English and Mathematics via the 'comment type' drop down. Once selections have been made, click 'Go'.

To select, click inside the box next to the relevant comment starters and click 'Go'. Comment starters need to be combined, modified and personalised to describe each student's strengths and areas for further development.

- To move to the next Key Learning Area, click 'Next', or alternatively use the tabs found at the bottom of the screen. To enter data into a KLA, click the 'X' box found on the right hand side of the tab. The KLA will appear 'greyed out' which indicates that it is 'read only'. To activate the screen for data entry, click anywhere on the grey portion of the screen.
- Once all KLAs have been completed, open the 'Student Results Review' tab at the bottom of the screen.
- Complete the 'General Comment', the 'Commitment to Learning', 'Social Development' and 'Other School Activities' tables, and 'Attendance comments'. These options appear as a result of the selections made in the reporting period by the school SBSR Coordinator.

**Student Results Review**

**General Comments**

Courteney | Courteney's

863/1565

**Commitment to Learning**

|                          | usually                          | sometimes             | rarely                |
|--------------------------|----------------------------------|-----------------------|-----------------------|
| Commitment to Learning 5 | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Commitment to Learning 6 | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Commitment to Learning 7 | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Commitment to Learning 8 | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |

**Social Development**

|                      | usually                          | sometimes                        | rarely                |
|----------------------|----------------------------------|----------------------------------|-----------------------|
| Social Development 1 | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/> |
| Social Development 2 | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/> |
| Social Development 3 | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/> |
| Social Development 4 | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/> |

**School Activities**

School Activity ☐

PSSA Senior Soccer ☐

SRC ☒

Senior Dance Group ☒

Surf Skills ☐

Attendance comments : 3 days absent Semester 1 24/50

Set this report "Ready for Approval" : No

Buttons: Cancel, Save, Save & Exit

Callouts:

- Add general comment
- Complete 'Commitment to Learning' and 'Social Development'
- Complete 'School Activities' if required
- Add attendance comments
- When complete, set the report as 'Ready for Approval'
- Click 'Save & Exit'

- When completed, click 'Yes' to indicate that the report is ready for approval and printing, and then click 'Save and Exit'.

## DATA ENTRY - BY STUDENT- VET COURSES

Select the 'Enter Student Results' navigation button to the left of the screen.

Use the drop down menu to select the preferred mode of data entry. Select 'Student' and then click 'Go'. The following screen will appear.

**SBSR Student Results Maintenance**  
Enter Student Results - By Student

**Search Criteria**

Organisational Unit/School :  Calendar Year :

Scholastic Year :

Activity Type :

Show Students Who :

Report Required :

**Offer :**   
 All  
 11 Aged Care  
 11 Electrotechnology 26302  
 11 Electrotechnology SBA 26392  
 Construction  
 Turkish Lang

For assistance click here to log an ICT Service Desk Request or call 1800 338 483 (M-F 7:30am-6pm).

Options will then be available to filter students' reports according to Scholastic Year, Student Group (if applicable), Roll Class, Course Class, or Composite Course Class using the drop down menus.

- Click on the student for which results are to be entered. This can be done by clicking anywhere on the row in which the student's name appears.

**SBSR Student Results Maintenance**  
Enter Student Results - By Student

**Search Criteria**

Organisational Unit/School :  Calendar Year :

Scholastic Year :

Activity Type :

Show Students Who :

Report Required :

**Student Group Offer :**

**Students within selected VET Reporting Group will appear**

| Family Name | First Name | SRN | Scholastic Year | Reporting Period Name | Report Name             | Report Status |
|-------------|------------|-----|-----------------|-----------------------|-------------------------|---------------|
| Angulo      | Alejandro  |     | Year 11         | Term 1                | 2011 - Term 1 - Year 11 | Not Started   |
| Dib         | Jamel      |     | Year 11         | Term 1                | 2011 - Term 1 - Year 11 | Not Started   |
| Dinkha      | Candace    |     | Year 11         | Term 1                | 2011 - Term 1 - Year 11 | Not Started   |
| Kim         | Ferar      |     | Year 11         | Term 1                | 2011 - Term 1 - Year 11 | Not Started   |

- Teacher data entry screens emulate the final printed report, based on options taken within the reporting period setup.
- Allocate an 'Effort' level by selecting the appropriate button. The effort meter will only appear if this option was selected in the reporting period setup.
- Enter optional information regarding student Traineeship or Apprenticeship and Trainee Contract Identification.
- Allocate judgements for 'Units of Competency' by clicking on the appropriate radio buttons /cells. Use the down filling functionality if required.

Organisational Unit/School: \_\_\_\_\_ Student: \_\_\_\_\_ SRN: \_\_\_\_\_ Scholastic Year: Year 11 Report Name: 2011 - Term 1 - Year 11

Open All Panels Close All Panels

[1 of 2] 11 Electrotechnology 26302 (Teacher: Miss K Burt) (Student: Tu, Wendy)

Course: Electrotechnology Report student's achievements in this class

Course Context Statement: \_\_\_\_\_

Qualification: Certificate II in Sustainable Energy (Career Start) (UEE22107)

RTO: South Western Sydney Region (90072)

Trainee/Apprentice: Neither Always optional Training Contract ID: -- DISABLED -- 0/20

Attendance Comments: \_\_\_\_\_ 7/50

Down filling available by clicking column header

Effort meter is optional

| Code        | Name  | Achieved | Credit Transfer | Continuing | RPL | Not Achieved | Withdrawn | Did Not Start |
|-------------|---|----------|-----------------|------------|-----|--------------|-----------|---------------|
| UEENEEH001B | Carry out basic repairs to computer equipment by repla... |          |                 |            |     |              |           |               |
| UEENEEH002B | Carry out basic repairs to computer equipment by repla... |          |                 |            |     |              |           |               |
| UEENEEH048B | Carry out basic repairs to computer equipment by repla... |          |                 |            |     |              |           |               |
| UEENEEH001B | Use drawings, diagrams, schedules and manuals             |          |                 |            |     |              |           |               |
| UEENEEH007B | Use drawings, diagrams, schedules and manuals             |          |                 |            |     |              |           |               |
| UEENEEH004B | Use drawings, diagrams, schedules and manuals             |          |                 |            |     |              |           |               |
| UEENEEH041B | Use drawings, diagrams, schedules and manuals             |          |                 |            |     |              |           |               |
| UEENEEH001B | Use drawings, diagrams, schedules and manuals             |          |                 |            |     |              |           |               |
| UEENEEH013B | Apply sustainable energy practice in daily activities     |          |                 |            |     |              |           |               |
| UEENEEH002B | Assemble, set-up and test personal computers              |          |                 |            |     |              |           |               |

When 'Codes' selected in 'My Profile' AQF codes will display

VET levels of achievement

'Codes' column can be turned off in Reporting Period Maintenance

Teacher Comments

Wendy Wendy's

0/600

Comment Starters

Social Development

|  | usually | sometimes | rarely |
|--|---------|-----------|--------|
|  |         |           |        |
|  |         |           |        |
|  |         |           |        |

Commitment to Learning

|  | usually | sometimes | rarely |
|--|---------|-----------|--------|
|  |         |           |        |
|  |         |           |        |
|  |         |           |        |

VET 'Mark Boxe's can have different headings to those associated with 'Standard Reporting Groups'

Marks Box

Save & Previous Save & Next Cancel Save Save & Exit

[2 of 2] Construction

Student Results Review

- To add a comment, click inside the comment box. The counter will indicate the number of characters allowed within the comment box. Comments must be typed as one block of text with no line spaces. If the character limit is exceeded, upon attempting to save the comments, the counter will become highlighted in red and a message will appear at the top of the screen.

- Shortcuts have been added to the software to ensure correct spelling of the student's name. To insert the student's name, press the 'F2' key or double click the student's name. Pressing the 'F8' key or double clicking will add the possessive form of the student's name (e.g. Ryan's).
- Complete the 'Commitment to Learning', 'Social Development' tables. The items appearing in these tables will be a result of the selections made in the reporting period by the school SBSR Coordinator.
- Allocate marks to the student using the protocols established within your school. VET mark boxes appear independently of mark boxes that may appear for standard courses. They are not mandatory and may appear as a result of the selections made in the reporting period setup by the school SBSR Coordinator.

## DATA ENTRY - BY COURSE - - NON VET COURSES

- Select the 'Enter Student Results' navigation button to the left of the screen.
- Use the drop down menu to select the preferred mode of data entry. Select 'Course' and then click 'Go'. The following screen will appear.

SBSR Student Results Maintenance  
Enter Student Results - By Course

Search Criteria

Organisational Unit/School :

Scholastic Year :

KLA/Subject :

Go

Filter for "Scholastic Year" and "KLA/Subject"

Close

- Filter for 'Scholastic Year' and 'KLA/Subject' and click 'Go'.
- The following screen will appear.



SBSR Student Results Maintenance  
Enter Student Results - By Course

**Search Criteria**

Organisational Unit/School :

Scholastic Year :

KLA/Subject :

Click anywhere on the row to select the group for data entry

| <input checked="" type="checkbox"/> Student Group Offer | Curriculum Offer | Reporting Period       | Roll Class | Scholastic Year | Stage   |
|---|------------------|------------------------|------------|-----------------|---------|
| 2S (Year 2) English                                     | English          | 2009 Year 2 Semester 1 | n/a        | Year 2          | Stage 1 |

- Select the required group by clicking anywhere on the row.
- To allocate a judgement for the various learning areas, click on a coloured achievement level button and allocate this judgement to particular students by clicking within the learning area cells.
- To allocate the same judgement to all students in a particular learning area, select a coloured achievement level button and click the column header once for that learning area. A dialogue box will appear. Click 'OK'.
- To allocate the same judgement for all areas of learning for a particular student, click once on the student's first name. A dialogue box will appear. Click 'OK'.
- Similarly, to assign an effort level to a student, click on a coloured effort button on the right hand side of the screen.

**Welcome to NSW Public Schools**

SBSR Student Results Maintenance  
Enter Student Results - By Course

Course: 2S (Year 2) English Teacher:

Select an option from the palette below and click on the student learning area to assign a judgement

Select an overall achievement: Select an effort

outstanding high sound basic limited not required

O H S B L

5 4 3 2 1

Overall achievement has been calculated but can be overridden at any time by the teacher

First select achievement level and click on column header to downfill judgements

First select achievement level, then click on student learning area cell to assign a judgement

Select achievement level, then click on student first name to crossfill judgement made

Click on calculator to determine overall achievement

Blank comment

Comment yet to be written

Comment has been written

Click 'Save' every 10 minutes

| Student | Reading | Talking and listening | Writing | Overall Achievement | Effort | Comment |
|---------|---------|-----------------------|---------|---------------------|--------|---------|
| Zachary | high    | outstanding           | high    | H                   |        |         |
| Dylan   | high    | outstanding           | basic   | H                   |        |         |
| Tyrone  | sound   | sound                 | limited | B                   |        |         |
| Tanaka  | sound   | sound                 | sound   | S                   |        |         |
| Reece   |         |                       | sound   | S                   |        |         |
| Brayden |         |                       | limited | B                   |        |         |
| Corey   |         |                       | high    | H                   |        |         |
| Corey   |         |                       | limited | B                   |        |         |
| Roland  |         |                       | high    | H                   |        |         |
| Rhys    | sound   | sound                 | basic   | S                   |        |         |
|         | high    | sound                 | limited | S                   |        |         |
|         | sound   | outstanding           | sound   | H                   |        |         |
|         | sound   | sound                 | basic   | S                   |        |         |
|         | basic   | basic                 | sound   | B                   |        |         |
| Daniel  | sound   | sound                 | sound   | S                   |        |         |
| Addison | sound   |                       | sound   |                     |        |         |
| Alicen  | basic   |                       | sound   |                     |        |         |

Cancel Save Save & Exit

- Comments can be added by clicking on the closed book icon which appears in the last column. Comments can be typed, copied and pasted or composed using the comment starters (see 'Data Entry - by Student' for details). When any data entry has occurred, the book will appear as open.
- To calculate an overall achievement grade, click on the calculator icon that appears next to the student name. Once clicked, the software will make a recommendation for overall achievement for that particular student. This grade can be overridden at any time by the teacher.
- To calculate overall achievement for the whole class, click the calculator icon found in the top left hand corner of the table. Teachers can edit this grade using their professional judgement. Ensure 'Save and Exit' is clicked on completion of class results. Complete other KLA results as required.
- Once all judgements have been entered in the course entry screen, primary school teachers and high school reviewers will need to finalise the student report by completing the optional general comment and student personal profile. This can only be accomplished by selecting the 'Student results review' screen within 'data entry by student' option (see Section on Completing the General Comment and Student Personal Profile).

## DATA ENTRY - BY COURSE - VET COURSES

- Select the 'Enter Student Results' navigation button to the left of the screen.
- Use the drop down menu to select the preferred mode of data entry. Select 'Course' and then click 'Go'. The following screen will appear.

SBSR Student Results Maintenance  
Enter Student Results - By Course

**Search Criteria**

Organisational Unit/School :

Scholastic Year :

KLA/Subject :

Filter for "Scholastic Year" and "KLA/Subject"

- Filter for 'Scholastic Year' and 'KLA/Subject' and click 'Go'.
- The following screen will appear.

SBSR Student Results Maintenance  
Enter Student Results - By Course

**Search Criteria**

Organisational Unit/School :

Calendar Year :

Scholastic Year :

KLA/Subject :

Show Students Who :

Report Required :

VET courses now appear with standard courses in the teacher list of reports to complete

| Student Group Offer            | Curriculum Offer            | Reporting Period | Roll Class | Scholastic Year | Stage         |
|--------------------------------|-----------------------------|------------------|------------|-----------------|---------------|
| 11 Electrotechnology 26302     | Electrotechnology 26302     | Term 1           | n/a        | Year 11         | Stage 6 (HSC) |
| 11 Electrotechnology SBA 26392 | Electrotechnology SBA 26392 | Term 1           | n/a        | Year 11         | Stage 6 (HSC) |
| Construction                   | Construction's Company's    | Term 1           | n/a        | Year 11         | Stage 6 (HSC) |

- Select the required group by clicking anywhere on the row.
- To allocate a judgement for the various 'Unit of Competency', click on a coloured VET achievement level button and allocate this judgement to particular students by clicking within the 'Unit of Competency' cells.

- To allocate the same judgement to all students in a particular 'Unit of Competency', select a coloured achievement level button and click the column header once for that Unit of Competency'. A dialogue box will appear. Click 'OK'.
- Similarly, to assign an effort level to a student, click on a coloured effort button on the right hand side of the screen.

SBSR Student Results Maintenance    **Best Start Student Results**

Enter Student Results - By Course

Class: 11HOS/A    Course: Hospitality (VET)    (Teacher: Mr K ADAMS)

Qualification: Certificate I in Hospitality (SIT10207)

Course Context Statement: The purpose of this course is to provide students with the ...

RTO: Department of Education and Training, Sydney region (90347)

Select an option from the palette below and click on the student learning area to assign

achieved   continuing   credit transfer   not achieved   did not start   RoPL   withdrawn

Select an effort: 5 4 3 2 1

| Student       | Develop and update hospitality industry knowledge | Work with colleagues and customers | Work in a socially diverse environment | Participate in environmentally sustainable work practices | Follow health, safety and security procedures | Follow workplace hygiene procedures | Effort | Comment |
|---------------|---|------------------------------------|--|---|---|-------------------------------------|--------|---------|
|               | SITXCOM001  | SITXCOM001                         | SITXCOM002                             | SITXENV001A   | SITXOHS001                                    | SITXOHS002A                         |        |         |
| Rheem   Amand | outstanding                                       | continuing                         | credit transfer                        | not achieved  | did not start                                 | withdrawn                           |        |         |

Cancel   Save   Save & Exit

Will be displayed when required

No calculator function

Units of Competency selected

- Comments can be added by clicking on the closed book icon which appears in the last column. Comments can be typed, copied and pasted or composed using the comment starters (see 'Data Entry - by Student' for details). When any data entry has occurred, the book will appear as open.
- Once all judgements have been entered in the course entry screen, high school reviewers will need to finalise the student report by completing the optional general comment. This can only be accomplished by selecting the 'Student results review' screen within 'data entry by student' option (see Section on Completing the General Comment).

## COMPLETING THE GENERAL COMMENT

The General Comment can be entered into the software using either:

- The 'Student results review' tab found within the Enter Student results screen when data is entered "by student" or
- Using the Managed Student Status Screen (see Section below "Completing the Report and Reviewing for Accuracy")

When entering data 'by student', using the 'Enter Student Result' navigation button the 'Student results review' tab needs to be selected by clicking on the 'X' which appears to the left and right of the screen. In high schools, only staff designated with the role of 'reviewer' can access this 'Student results review' screen.



Depending on the reporting period set-up, the following data entry fields will appear:

- General Comments
- Other School Activities
- Attendance Comments/Days
- Student ready for approval flag.

**Note:** If a school initially created 'Other Activity' groups within ERN, the 'Other School Activities' field boxes will already be checked for students who were placed in those groups.

Once complete, click 'Save and exit'.

**Note:**

The information entered within the 'Student Result Review' window can also be access from the Managed Student Status screen. Data entry from Managed Student Status window can be faster, as all students appear on the initial screen.

---

## MANAGING THE QUALITY ASSURANCE PROCESS

---

To assist schools to ensure student reports are accurate and complete, a number of specialised reports can be generated to view data entered with the software.

**Peer Comparison Report:** Tabulates the number/percentages of As, Bs, Cs, Ds and Es for all students in a particular year cohort in all Key Learning Areas. This report is generated by clicking on the 'User Reports' navigation button found on the left hand side of the screen.

This report can assist schools to ensure that consistent teacher judgment is being applied across all Key Learning areas and scholastic years.

**Progress Report:** Identifies which components of individual student reports are yet to be completed by teachers. This report is generated by clicking on the 'User Reports' navigation button found on the left hand side of the screen.

XYZ High School

2007 - First Semester - Year 7

Progress Report

Lachlan

Status: Ready for Issue

Teacher: Ms P Sigres

Report Name: ✓

School Activities: ✓

Attendance: x

Comment: ✓

| Course            | Status | Print Name | Comment | Grade | Learn Areas | Social Develop | Commit To Learn |
|-------------------|--------|------------|---------|-------|-------------|----------------|-----------------|
| Mandatory Music 1 | R      | ✓          | ✓       | x     | ✓           | x              | ✓               |

A '✓' signifies the report component has been completed, an 'X' signifies an incomplete component.

As this report is often very lengthy, it is advisable to print this report to the screen.

Teachers should be encouraged to generate this report, to ensure that all aspects of their report have been completed, prior to having them checked.

**Report to Parents (RTP) Summary:** Provides a concise summary of teacher comments and judgements for individual students or for teachers in individual/all KLAS. This report is generated by clicking on the 'User Reports' navigation button found on the left hand side of the screen.

XYZ High School  
2007 - First Semester - Year 7  
Summary Report Per Student

Roll Class : 7  
Student : Lachlan  
General Comment : Lachlan appears to have settled in well to the standard of the school. He is a good student in most areas. Working hard at his Science could possibly bring results that are excellent.

**Teacher judgements for Learning Areas**

**General Comment made**

| Reporting Group   | Teacher | Learning Area       | Overall | Social Development | Learning Commitment |
|---|---------|---------------------|---------|--------------------|---------------------|
| Infomatics 1  | Mrs H   | O, O, H, O, O, O    | H       | U, U, U, U         | U, U, U, U          |
| Lachlan is highly proficient in applying a variety of strategies to the solution of problems and is highly competent in analysing number patterns to develop algebraic expressions. He achieved above average results in all areas. His objectives for the Fractions topic have been completely achieved and at a high level. Lachlan has demonstrated outstanding skills in developing simple computer graphics. He has demonstrated outstanding skills in developing simple computer graphics. He has demonstrated outstanding internet research and communication skills. Lachlan deserves the credit for his outstanding effort. Well done Lachlan! |         |                     |         |                    |                     |
| PDPHE 1   | Mr L    | H, H, S, H, S, H, H | H       | U, U, U, U         | U, U, U, U          |
| Lachlan is a very capable student. He contributes well to class discussion and although he does not have a huge interest in this course, he always works at a good level.   |         |                     |         |                    |                     |
| Mandatory Music   |         | O, O                | O       | U, U, U, U         | U, U, U, U          |
| Lachlan is a competent student. He is interested and has made a valuable contribution to class activities.  |         |                     |         |                    |                     |
| Science 1   |         |                     | B       | U, U, U, U         | U, U, U, U          |
| Lachlan has participated in this course but must also learn specific content in order to achieve better results.  |         |                     |         |                    |                     |
| Languages   | Mr V    | O, O, O, O, H, H    | O       | U, U, U, U         | U, U, U, U          |
| Lachlan has been a very keen and enthusiastic student in Languages during Term 1. He has demonstrated a thirst for knowledge for new information and was always ready to take on board new ideas. Lachlan has performed very well in all three languages offered, particularly in French, and has always handed his homework sheets in on time. Lachlan sometimes has the tendency to be distracted by talking and not focus on what is happening in class. Well done, Lachlan! These marks are well deserved.  |         |                     |         |                    |                     |
| Design and Technology 1   | Mr J    | H, H, H, H, H       | H       | U, U, U, U         | U, U, U, U          |
| Lachlan is a keen and enthusiastic participant in Technology lessons. He shows a thoughtful and perceptive approach to design work and has completed each task in the introductory unit of Technology at a high level. During practical lessons, Lachlan demonstrated safe working practices and co-operative teamwork skills to produce satisfactory products. Lachlan's participation in class and to his assessment tasks, Lachlan will be able to build on these achievements in Technology.  |         |                     |         |                    |                     |

**Teacher comments for all subjects studied by student**

**Overall judgement for Key learning Area**

**Legend**

Key : Learning Area: O=Outstanding H=High S=Sound B=Basic L=Limited  
Overall : Effort : 5=always best 4=regularly strong 3=regularly moderate 2=sometimes strong 1=sometimes moderate  
Overall : Grade : O=Outstanding H=High S=Sound B=Basic L=Limited  
Social Development and Learning Commitment : U=Usually S=Sometimes R=Rarely  
Date Generated : 13/12/2007

This report can be used in a number of ways. Teachers may wish to print this report to proof read the comments they have made. The 'Report to Parent' summary may also be given to supervising teachers to ensure comments made are consistent with school policies.

**Student Group Listing:** A report to enable schools to check if enrolment and curriculum data required in the SBSR setup process has been set up correctly. This report is generated by clicking on the 'Reports' navigation button found on the left hand side of the screen. Print options allow schools to print reports displaying some or all of the following information:

- Roll classes within a scholastic year
- House Groups within a scholastic year
- Course class information for a scholastic year
- Curriculum Information for courses within a scholastic year
- Other activities for all students within a scholastic year
- Number of courses enrolled by a student within a scholastic year
- Warning for individual students within a scholastic year for possible membership to multiple Roll classes, absence of 'other activities' and classes not set as a reporting group.
- Identification of courses within "other schools" where students of the census school are enrolled



| School  |   | List of each student's Reporting Groups<br>for the period between 01/01/2009 and 31/12/2009 |  |
|---|---|---|--|
| 2009 - Year 7 (Stage 4)   |   |   |  |
| Abd :   | Sandra  | Total Courses: 9 (min. expected: 8) - Warnings: R   |  |
| Roll Class:   | 7O, All Y7 Roll   | House:  |  |
| Course Classes:   | "Y7STD1AE English" <Y7, English [DET], STD>; "Y7STD1AE Mathematics" <Y7, Mathematics [DET], STD>; "Y7STD1AE Science" <Y7, Science [DET], STD>; "Y7STD1AE Geography (Mandatory)" <Y7, Geography (Mandatory) [DET], STD>; "Y7STD1AE History (Mandatory)" <Y7, History (Mandatory) [DET], STD>; "Y7STD1AE PDHPE" <Y7, PDHPE [DET], STD>; "Y7STD1AE Dance (Mandatory)" <Y7, Dance (Mandatory) [DET], STD>; "Y7STD1AE Agricultural Technology" <Y7, Agricultural Technology [DET], STD>; "Y7STD1AE French (Mandatory)" <Y7, French (Mandatory) [DET], STD> |   |  |
| School Activities:  | Y7STD1AE SportY7STD1AE Sport; Y7STD1AE Other ActivityY7STD1AE Other Activity  |   |  |
|   |   |   |  |
| Course Class name Composition: "StudentGroupOfferName" <CrimMinOfferSolicitationYearCode,CrimMinOfferName {CourseOwnerCode}, LearningProgramTypeCode>;<br>Warning Codes: R = Multiple Rollclasses; DC = Possible Duplicate Course Membership (class marked with Y); RG = AttachToCourseClass not set for Reporting Group (class marked with Y); SA = No School Activity group membership<br>Date Issued: 11/05/2009 |   |   |  |
| Page: 1/5   |   |   |  |

CourseClass name Composition: "StudentGroup OwnerName" <CourseItem OwnerSchoolCode, CourseItem OwnerName, CourseOwnerCode>, Learning Program Type Code;  
Warning Codes: R = Multiple Rollclasses; DC = Possible Duplicate Course Membership (class marked with Y); RG = At Least One Course Class not set as Reporting Group (class marked with Y); SA = No School Activity group membership  
Date Issued: 11/09/2009 Page: 1/29

## MANAGE STUDENT STATUS

### Completing the Report & Reviewing for Accuracy

Teachers can use the 'Manage Student Status' screen to complete:

1. General Comment Boxes
2. Attendance Data
3. Other School Activities
4. A final review of the report for accuracy prior to printing.

On clicking the review hyperlink that appears next to a students' name, a screen will appear allowing for the completion of the 'General Comment, and 'Other School Activities.' Once the report has been finalised, it must be flagged as 'ready for approval'. This process can be done for each individual report or by using the check box found in the first column and the 'bulk ready for approval' button.

In high schools only those with reviewer rights will be able to access screens with the 'general comment' and 'other school activities' table. Teachers specifically designated the role of reviewer will have access to review all classes within the school.

Personnel within the school who have been given the specific role of Reviewer can review these reports by double clicking on the review button for a particular student. The 'Enter Student Results' screen will open, allowing for reviewing and corrections to be made.

If no corrections need to be made, the report should be flagged as 'Approved' within the 'Manage Student Status' screen. This can be done by either clicking the approved hyperlink that appears next to the student's name, or using the check box found in the first column and the 'bulk approve' button. Once this is done, the report is flagged for final approval and printing.

Should a report have errors, the reviewer can flag the report as 'not ready for approval' from within the 'student results review' screen.



SBSR Student Status Maintenance SBSR Student Attendance Maintenance

Student Status Maintenance

Search Criteria

Organisational Unit/School :  Calendar Year : 2009

Reporting Period Semester 2 2009 Search By Activity Type

Activity Type Scholastic Year Curriculum Offer Student Group Offer

Show Students Who : are current/previous members

Report Required : Only display classes for which a course report is required

Go

Students who do not need a report can be cancelled

Select All : ☐ Bulk - Ready for Approval Bulk - Not Ready for Approval Bulk - Approve Bulk - UnApprove

Once a report has been started it can be set as 'Ready for Approval' from this screen

| Select                              | Family Name    | First Name | Report Status | Functions Available                  |
|-------------------------------------|----------------|------------|---------------|--------------------------------------|
| <input checked="" type="checkbox"/> | Bullen         | Shannon    | Not Started   | Cancel                               |
| <input type="checkbox"/>            | Bush           | Ellen      | Not Started   | Cancel                               |
| <input type="checkbox"/>            | Lester         | Elisabeth  | In Progress   | Ready for Approval   Review   Cancel |
| <input type="checkbox"/>            | Mukherjee      | Vipasha    | In Progress   | Ready for Approval   Review   Cancel |
| <input type="checkbox"/>            | Nicholas       | Christina  | In Progress   | Ready for Approval   Review   Cancel |
| <input type="checkbox"/>            | Patterson      | Molly      | In Progress   | Ready for Approval   Review   Cancel |
| <input type="checkbox"/>            | Powell         | Lillian    | In Progress   | Ready for Approval   Review   Cancel |
| <input type="checkbox"/>            | Quigley        | Becky      | In Progress   | Ready for Approval   Review   Cancel |
| <input type="checkbox"/>            | Radice         | Marlene    | In Progress   | Ready for Approval   Review   Cancel |
| <input type="checkbox"/>            | Rissel         | Elloura    | In Progress   | Ready for Approval   Review   Cancel |
| <input type="checkbox"/>            | Schumann-Maude | Sophie     | In Progress   | Ready for Approval   Review   Cancel |
| <input type="checkbox"/>            | Talbot-Smith   | Alexis     | In Progress   | Ready for Approval   Review   Cancel |
| <input type="checkbox"/>            | Tolhurst       | Caitlin    | In Progress   | Ready for Approval   Review   Cancel |
| <input type="checkbox"/>            | Tsoukatos      | Arielle    | In Progress   | Ready for Approval   Review   Cancel |
| <input type="checkbox"/>            | Young          | Yumi       | In Progress   | Ready for Approval   Review   Cancel |
| <input type="checkbox"/>            | Zell           | Alison     | In Progress   | Ready for Approval   Review   Cancel |
| <input type="checkbox"/>            | Zhou           | Anna       | In Progress   | Ready for Approval   Review   Cancel |

Reports can be bulk 'Approved' or 'UnApproved'

Reports can be reviewed from this screen

High School reviewers are to use this screen for the General Comment, Other School Activities and Attendance data

## Completing Student Attendance Information

Student attendance information can be entered into the software in a number of ways.

1. Using the "Student Results Review" tab when entering information by the 'Enter Student Results' screen.
2. Clicking on the review hyperlink found next to the students' name within the 'Manage Student Status' screen
3. Accessing the 'Student Attendance Maintenance' tab found within Manage Student Status screen which allows bulk entry of attendance information.

SBSR Student Status Maintenance SBSR Student Attendance Maintenance

Student Attendance Maintenance

**Search Criteria**

Organisational Unit/School :  Calendar Year : 2009

Reporting Period : 2009 First Sem Search By : Scholastic Year

Scholastic Year :

Group membership criteria

Go

Allows for attendance data to be entered by Scholastic Year or Roll Class

| Family Name  | First Name | SRN | Yr. | Rpt. Status | Expl. Full | Unexpl. Full | Expl. Par. | Unexpl. Par. |
|--------------|------------|-----|-----|-------------|------------|--------------|------------|--------------|
| Abdullah     | Alison     |     | 9   | In Progress |            |              |            |              |
| Acabado      | Noellin    |     | 9   | In Progress |            |              |            |              |
| Adams        | Shanaaz    |     | 9   | In Progress |            |              |            |              |
| Alam         | Rafia      |     | 9   | In Progress |            |              |            |              |
| Alom         | Cherry     |     | 9   | In Progress |            |              |            |              |
| Andrews      | Stephanie  |     | 9   | In Progress |            |              |            |              |
| Bayliss-Chan | Emma Sook  |     | 9   | In Progress |            |              |            |              |
| Hegde        | Anisha     |     | 9   | In Progress |            |              |            |              |

SBSR Student Status Maintenance SBSR Student Attendance Maintenance

Student Attendance Maintenance

**Search Criteria**

Organisational Unit/School :  Calendar Year : 2009

Reporting Period :  Search By : Scholastic Year

Scholastic Year : Year 8

Group membership criteria

Completing the 'Attendance Text' field using the comment option

| Family Name | First Name | SRN       | Yr. | Rpt. Status    | Attendance Text |       |
|-------------|------------|-----------|-----|----------------|-----------------|-------|
| Test        | name       | 436956827 | 8   | Reviewed (...) | days absent     | 15/50 |
| Test        | name       | 436956843 | 8   | Reviewed (...) | days absent     | 15/50 |

Save Reset To Default Attendance Text

Schools can change the default attendance text entered within the reporting period setup if there has been no data entry. Edit the text for one student and click save. Once saved, select the check box at the end of the row. Click the button labelled "default attendance text" at the bottom of the screen to change for all students.

### Cancelling a Reporting Group after Teacher Data Entry

In cases where ERN data has been changed, it is possible that a student may have duplicate Courses/KLAs within their report. This occurs due to SBSR recording all changes in student information such as, class movements or new enrolments, for the duration of each reporting period. SBSR will not, however, delete the original information imported from ERN until another reporting period is setup, thus creating the duplicate reporting group. Teachers, reviewers and approvers can switch off unnecessary KLA/courses from either the 'Student Data Entry' screens or from the 'Managed Student Status' screens.

When using these screens filtering needs to be changed to reveal all current and previous KLAs /courses.

SBSR Student Results Maintenance  
Enter Student Results - By Student

**Search Criteria**

Organisational Unit/School :  Scholastic Year :

Activity Type :

Show Students Who :

Report Required :

Go

Close

Click GO

Once a student has been selected for data entry, a drop down option will appear next to “Report student’s achievement in this class,” within each reporting group, allowing for teachers, reviewers or approvers to ‘switch off’ particular KLAs or courses.

SBSR Student Results Maintenance  
Enter Student Results - By Student

Organisational Unit/School :  Student :  SRN :  Scholastic Year :  Report Name :

Open All Panels Close All Panels

[1 of 2] 07SC-C-2 (Teacher: MR J Van Leeuwen) (Student: Sklavounos, Fotini)

Course :  Report student's achievements in this class :

|                     | O                     | H                     | S                     | B                     | L                     | 5                     | 4                     | 3                     | 2                     | 1                     |
|---------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Overall Achievement | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Effort              | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Learning Area

outstanding high sound basic limited Not Required

When the drop down is set to “No” the particular KLA/Course will not be included within the student report.

## Cancelling/Uncancelling an entire Student Report

Where a school will no longer be responsible for writing a report for an individual student, it is possible to remove the report from printing.

In “Managed Student Status” apply the filtering that displays “students who are current and previous members of the group” and allows for the generation of all classes where a report is required.

Ensure filtering is set as displayed

Click Go

Reviewers and Approvers will be presented with a list of students reports which can be either approved, reviewed, cancelled or uncanceled.

|                 |          |             |   |
|-----------------|----------|-------------|---|
| <b>Yu</b>       | Helen    | Not Started | <a href="#">Cancel</a>                          |
| <b>Zaczek</b>   | Zoe      | Not Started |   |
| <b>Zhang</b>    | Qingyi   | Not Started |   |
| <b>Zhang</b>    | Yidie    | Not Started |   |
| <b>Zhou</b>     | Grace    | Not Started |   |
| <b>Zuccala</b>  | Tiffanie | Not Started | <a href="#">Cancel</a>                          |
| <b>Bu</b>       | Xinyun   | In Progress | <a href="#">Review</a>   <a href="#">Cancel</a> |
| <b>Chai</b>     | Mengyuan | In Progress | <a href="#">Review</a>   <a href="#">Cancel</a> |
| <b>Anderson</b> | Angela   | Cancelled   | <a href="#">UnCancel</a>                        |

Click cancel to remove unwanted reports

Click uncancel to restore a student report

By choosing the “cancel” hyperlink, Reviewers and Approvers can remove the student entirely from all reporting groups. No report will be generated for students who have been cancelled. If a student has been cancelled by mistake, use the “uncancel” button to restore student back to previous reporting groups.

## Approving Reports for Printing

The Approver is responsible for the final checking of reports for accuracy prior to printing. Once reports have been approved, the final student reports can be printed without a 'draft' water mark.

Public School 2008 - First Semester - Year 3

**English**

Overall Achievement:  Effort: 5 4 **3** 2 1

| Area of Learning      | Achievement | outstanding | high | sound | basic | limited |
|-----------------------|-------------|-------------|------|-------|-------|---------|
| Talking and listening |             |             |      | ✓     |       |         |
| Reading               |             |             |      |       | ✓     |         |
| Writing               |             |             |      | ✓     |       |         |

**Teacher comments**

Reeve listens carefully for general ideas and specific detail in most situations. He has prepared and delivered short presentations to the class on familiar topics and is developing confidence in these situations. Reeve can discuss the elements of a Narrative text such as setting, characters, the sequence of events and the resolution. He is beginning to read a variety of texts with assistance, using appropriate language features such as adjectives and the use of diagonal lines to demonstrate an awareness of the audience for his reading.

**Mathematics**

Overall Achievement:  Effort: 5 4 **3** 2 1

| Area of Learning       | Achievement | outstanding | high | sound | basic | limited |
|------------------------|-------------|-------------|------|-------|-------|---------|
| Working mathematically |             |             |      |       | ✓     |         |
| Number                 |             |             |      |       | ✓     |         |
| Patterns and algebra   |             |             |      | ✓     |       |         |
| Space and geometry     |             |             |      | ✓     |       |         |
| Measurement and data   |             |             |      |       | ✓     |         |

**Teacher comments**

Reeve works at a basic level of competency in mathematics activities. He is able to count forwards and backwards by fives and tens in the range 0 - 100. He can read a 3 digit number and arrange a short series of 3 digit numbers in ascending order. He is able to use the "jump" strategy for mental addition problems to 50 and can recognise odd and even numbers. Reeve orders objects from tallest to shortest. He associates the numerals 6 and 12 to half past and o'clock. He can name and sketch prisms, pyramids, cones, cylinders and spheres.

**Science and Technology**

Overall Achievement:  Effort: 5 4 **3** 2 1

**Teacher comments**

Reeve is able to identify the names of the planets in our Solar System. He has developed a sound understanding of the components and size of the Solar System and is able to list some of the similarities and differences between the planets and the sun. He has enjoyed learning about human exploration into space and has used the computer to complete particular activities including research.

Date Issued: 01/08/2008 Page: 2/4

To determine which reports are ready to be printed, the approver should choose the 'Manage student status' navigation button.

**SBSR Student Status Maintenance**

**Review Report**

Organisational Unit/School:  Calendar Year:

Go

Reporting Period:  Roll Class:  Course Class:

Go

Bulk Approve Bulk UnApprove Select All: ☐

| Select                              | Student Name        | Current Status                | Functions Available                            |
|-------------------------------------|---------------------|-------------------------------|--|
| <input checked="" type="checkbox"/> | Chirgwin, Rocco     | Approved                      | <a href="#">UnApprove</a>                      |
| <input type="checkbox"/>            | Coleman, James      | In Progress                   | <a href="#">Review</a>                         |
| <input type="checkbox"/>            | Crimeen, Reece John | In Progress                   | <a href="#">Review</a>                         |
| <input type="checkbox"/>            | Cowlshaw, Thalan    | Not Started                   | <a href="#">Review</a>                         |
| <input type="checkbox"/>            | Deacon, Jessica     | Not Started                   | <a href="#">Review</a>                         |
| <input type="checkbox"/>            | Earl, Levi          | Not Started                   | <a href="#">Review</a>                         |
| <input type="checkbox"/>            | Enese, Khalia-Grace | Not Started                   | <a href="#">Review</a>                         |
| <input type="checkbox"/>            | Epps, Holly         | Not Started                   | <a href="#">Review</a>                         |
| <input type="checkbox"/>            | Fletcher, Monique   | Not Started                   | <a href="#">Review</a>                         |
| <input type="checkbox"/>            | Franklin, Cameron   | Not Started                   | <a href="#">Review</a>                         |
| <input type="checkbox"/>            | Fisher, Hamish      | Reviewed (Ready for Approval) | <a href="#">Approve</a> <a href="#">Review</a> |

Click the check box prior to clicking the bulk approve button

Report approved for final printing

Report awaiting to be approved

Local intranet 100%

Approvers will have the option to approve reports for individual students, for a whole class or the entire scholastic year.

To approve an individual report, click on the 'Approve' hyperlink found next to the student's name.

To approve a class of reports, use the 'Roll Class' drop down filter to select the appropriate class. Once selected, click the 'Select all' check box found in the first row of the table. Click the 'Bulk Approve' button to approve all reports at once.

To approve reports for a particular KLA, use the 'Course Class' drop down filter to select the appropriate KLA. Once selected, click the 'Select all' check box found in the first row of the table. Click the 'Bulk Approve' button to approve all reports at once.

To approve all reports by scholastic year, use the 'Scholastic year' drop down filter and select the appropriate year level. Once selected, click the 'select all' check box found in the first row of the table. Click the 'Bulk Approve' button to approve all reports the scholastic year.

Should a report still contain errors, the approver can flag the report as being incomplete by selecting the 'Unapproved' hyperlink found next to the student's name.

Reports can be unapproved for individual students, for a whole class or the entire scholastic year.

Once reports have been approved, students' reports can be printed.

## PRINTING FROM SBSR SOFTWARE

A number of different types of reports can be generated from SBSR software. These include:

**Student Reports:** Report sent to parents outlining a child's achievements and progress to date in all Key Learning Areas.

**Peer Comparison Report:** Tabulates the number of As, Bs, Cs, Ds and Es for all students in a particular year cohort in all Key Learning Areas.

**Progress Report:** Identifies which components of individual student reports are yet to be completed by teachers.

**Report to Parents (RTP) Summary:** A summarised report which prints comments and judgements made by a teacher. This report can be generated for individual students or for teachers in individual/all KLAs.

**Note:** Reports requested from SBSR software are NOT sent directly to a local printer but rather are generated and stored at ITD. Reports requested can be downloaded as a 'zip' file and then be printed locally at the school. (See section on printing requested reports to a local printer).

### Printing Student Reports

It is possible to preview a student report for parents before it has been completed or print the final student report from the 'SBSR Report to Parent's' screen. To generate a student report, the following steps should be followed once you have clicked the 'Reports' navigation button found on the left hand side of the screen.

The screenshot displays the SBSR Reports interface. On the left is a navigation menu with options like 'ERN School Enrolment', 'Curriculum Reference Data', 'Best Start and SBSR', 'Reporting Period Maintenance', 'Reporting Group Maintenance', 'Enter Student Results', 'Manage Student Status', 'Reports', 'List Best Start and SBSR Reports', 'General Functions', 'My Reports', 'My Profile', and 'Log off'. The 'Reports' section is highlighted. The main area shows the 'SBSR Reports' section with a 'Report To Parent' dropdown. A callout bubble points to this dropdown with the text: 'Use the drop down to select the desired report type.' Below this are several form fields: 'Organisational Unit/School' (set to 'School'), 'Calendar Year' (set to '2009'), 'Reporting Period' (empty), 'Scholastic year' (set to 'Year 8'), 'Student Group Type' (set to 'Course Class'), 'Student Group' (set to 'All'), 'Show Students Who' (set to 'are current/previous members'), 'Student' (set to 'All'), and 'Print Mode' (set to 'Preview'). A 'Report Schedule' section at the bottom contains 'Report Name' (empty), 'Run Report' (set to 'Now'), 'Email Notification' (checkbox), and a 'Schedule Report' button. Numbered callouts indicate the following steps: Step 1 points to 'Calendar Year', Step 2 points to 'Scholastic year', Step 3 points to 'Student', Step 4 points to 'Report Name', and Step 5 points to 'Run Report'.

Choose the calendar year, reporting period and scholastic year. Once selected, follow the steps below.

**Step 1** - Select a Class from the drop down list.

**Step 2** - Select a student from the list, or leave as 'All'.

**Step 3** - Select the Print Mode to either 'Preview' or 'Final' depending on the readiness of the student report/s. Setting to 'Preview' will print a 'Draft' watermark on the report.

**Step 4** - Schedule when you wish the report to be generated or leave as 'now'.

**Step 5** - Decide if the student report(s) is required to be sent to your email address.

Click on 'Schedule Report'. A message should appear confirming the report(s) was generated. Go to 'My Reports' to view the report. Enter the date the report was requested (if not the current date) and click 'Go'.

**Note:** Default filtering is set on this screen to show students who are current and previous members of a particular group. Should you wish to print a report only for students who are current members of the group or for only those students who have left the group, filtering besides "Show Students Who" must be changed.

## Printing Peer Comparison Report

This report tabulates the number of As, Bs, Cs, Ds and Es for all students in a particular year cohort in all Key Learning Areas.

The screenshot shows the 'SBSR Reports' interface with the 'Peer Comparison' report selected. The form includes the following fields and steps:

- Step 1:** Organisational (dropdown menu)
- Step 2:** Calendar Year (dropdown menu, currently set to 2009)
- Step 3:** Reporting Period (dropdown menu)
- Step 4:** Scholastic Year (dropdown menu, currently set to Year 12)
- Step 5:** Report Type (dropdown menu, currently set to Counts)
- Step 6:** Report Name (text input field)
- Step 7:** Run Report (dropdown menu, currently set to Now)
- Email Notification (checkbox)
- Schedule Report (button)

A callout box on the left says: "Use the drop down to select the desired report type".

**Step 1** - Choose the calendar year for which you wish to generate the peer comparison report.

**Step 2** - Choose the appropriate reporting period.

**Step 3** - Choose a particular scholastic year or leave as 'All'

**Step 4** - Choose whether or not to display the peer comparison report as counts (numbers only) or 'percentages and counts'.

**Step 5** - Schedule when you wish the report to be generated or leave as 'now'.

**Step 6** - Decide if the 'Peer Comparison Report' is required to be sent to your email address.

**Step 7** - Click on 'Schedule Report', a message will confirm the report was generated. Select 'My Reports' to view the report.



## Printing Progress Reports

The 'Progress Report' will identify elements of the student SBSR report that have been completed or remain incomplete. To generate the 'Progress Report' follow these steps:

The screenshot shows the 'SBSR Reports' window with the 'Progress' report type selected. The interface includes a left-hand navigation menu and a main form area. The form contains several dropdown menus and checkboxes, each labeled with a step number from 1 to 13. A callout box points to the 'Progress' dropdown, stating: 'Use the drop down to select the desired report type.'

**Steps indicated in the screenshot:**

- Step 1:** Select 'Progress' from the report type dropdown.
- Step 2:** Select 'Reporting Period' from the dropdown.
- Step 3:** Select 'Scholastic Year' from the dropdown.
- Step 4:** Select 'Teacher' from the dropdown.
- Step 5:** Select 'KLA/Subject' from the dropdown.
- Step 6:** Select 'Course Class' from the dropdown.
- Step 7:** Select 'Report Status' from the dropdown.
- Step 8:** Select 'Choose "Yes" for Incomplete only' from the dropdown.
- Step 9:** Select 'Choose "Yes" to include Not Required Courses' from the dropdown.
- Step 10:** Enter a name in the 'Report Name' field.
- Step 11:** Select 'Run Report' from the dropdown.
- Step 12:** Check the 'Email Notification' checkbox.
- Step 13:** Click the 'Schedule Report' button.

**Step 1** - Choose the appropriate calendar year from the drop down menu.

**Step 2** - Select a current reporting period to display a single Class or Year, or leave as 'All'.

**Step 3** - Select an appropriate 'Scholastic year.'

**Step 4** - Choose an individual teacher or leave as 'All'.

**Step 5** - Choose an individual KLA or leave as 'All'.

**Step 6** - Choose an individual course or leave as 'All'.

**Step 7** - Choose whether or not to display only 'Incomplete Reports' or reports that are 'Ready for Issue'.

**Step 8** - 'Choose "Yes for Incomplete reports only'.

**Step 9** - 'Choose "Yes to include Not Required courses'.

**Step 10** – Give the report being generated a meaningful name or leave blank for a default name to be given.

**Step 11** - Schedule when you wish the report to be generated or leave as 'now'.

**Step 12** - Decide if the 'Progress Report' is required to be sent to your email address.

**Step 13** - Click on 'Schedule Report', a message will confirm the report was generated.

Select 'My Reports' to view the report.

## Printing Report To Parent Summary (RTP)

This is a concise summary of comments and judgements made by a teacher, which can be generated for individual students or teachers in individual/all KLAs. There are two ways that the information can be displayed - either by Teacher/Reporting Group or Roll Class/Student.

The screenshot shows the SBSR Reports interface. On the left is a navigation menu with options like 'ERN School Enrolment', 'Curriculum Reference Data', 'Best Start and SBSR', 'Reporting Period Maintenance', 'Reporting Group Maintenance', 'Enter Student Results', 'Manage Student Status', 'Reports', 'General Functions', 'My Reports', 'My Profile', and 'Log off'. The main area is titled 'RTP Summary'. It contains several dropdown menus and checkboxes with numbered callouts:
 

- Step 1:** 'Organisational Unit/School' (set to 'School'), 'Calendar Year' (2009), 'Reporting Period' (2009 Stage 1 Semester 1), and 'Scholastic Year' (All).
- Step 2a:** 'Teacher' (All).
- Step 2b:** 'Roll Class' (All) and 'Student' (All).
- Step 3:** 'Course Class' (All) and 'Show General Comments' checkbox.
- Step 4:** 'Report Name' field.
- Step 5:** 'Run Report' dropdown (set to 'Now').
- Step 6:** 'Email Notification' checkbox.
- Step 7:** 'Schedule Report' button.

 A text box on the left states: 'This report can be generated for a teacher OR student - NOT both'.

To generate an RTP Summary Report follow these steps:

**Step 1** - Choose the 'Calendar Year', 'Reporting Period' and 'Scholastic Year' group for which a 'Report to Parent Summary' is required.

**Step 2a** - Select a teacher from the list or select 'All' to display all Teachers' summary reports. Select a single Reporting Group that the teacher is linked to or 'All'.

**OR**

**Step 2b** - Select a Roll Class from the list or select 'All' to display all Roll Classes on the summary report, then select either a student from the list, or 'All' students.

**Step 3** - Click the check box if the 'General Comment' is required.

**Step 4** - Give the report being generated a meaningful name or leave blank for a default name to be given.

**Step 5** - Schedule when you wish the report to be generated or leave as 'now'.

**Step 6** - Decide if the 'Report to Parent' summary is required to be sent to your email address.

**Step 7** - Click on 'Schedule Report', a message will confirm the report was generated. Select 'My Reports' to view the report.

## Printing Student Group Listing Report

This report allows schools to check if enrolment and curriculum data required in the SBSR setup process has been entered correctly. Print options allow schools to print reports displaying some or all of the following information:

- Roll classes within a scholastic year
- House Groups within a scholastic year
- Course class information for a scholastic year
- Curriculum Information for courses within a scholastic year
- Other activities for all students within a scholastic year
- Number of courses enrolled by a student within a scholastic year
- Warning for individual students within a scholastic year for possible membership to multiple Roll classes, absence of 'other activities' and classes not set as a reporting group.
- Identification of courses within "other schools" where students of the census school are enrolled.

The screenshot shows the SBSR Reports interface for the 'Student Group Listing' report. The interface includes the following elements:

- Organisational Unit/School :** A text field with 'School' entered.
- Calendar Year :** A dropdown menu set to '2009'.
- Scholastic Year :** A dropdown menu set to 'Year 6'.
- From :** A date field set to '01/01/2009'.
- To :** A date field set to '31/12/2009'.
- Show Group Memberships At Other Schools :** A checkbox that is unchecked.
- Report Display Details Selection:** A section with four checkboxes, all of which are checked:
  - Show Rollclass :
  - Show House :
  - Show Course Classes :
  - Show Curriculum Information :
- Report Schedule:** A section with the following fields:
  - Report Name :** A text field.
  - Run Report :** A dropdown menu set to 'Now'.
  - Email Notification :** A checkbox that is unchecked.
  - Schedule Report:** A button.

Five numbered steps are overlaid on the interface:

- Step 1:** Choose Calendar Year, Scholastic Year and required date range. (Points to the Calendar Year, Scholastic Year, and From/To date fields.)
- Step 2:** Select check boxes are required. (Points to the checkboxes in the Report Display Details Selection section.)
- Step 3:** Schedule the report. (Points to the Run Report dropdown menu.)
- Step 4:** Decide if an Email is required. (Points to the Email Notification checkbox.)
- Step 5:** Click the Schedule Reports button. (Points to the Schedule Report button.)

**Step 1** – Choose the 'Calendar Year', 'Scholastic Year' and 'From' and 'To' dates for the scholastic year you wish to run the report. If the date entry fields are left blank, then the report will be run for the current academic period.

**Step 2** – Select the appropriate check boxes for the desired reports. 'Show Curriculum Information' cannot be selected without first selecting 'Show course Classes'.

**Step 3** - Schedule when you wish the report to be generated or leave as 'now'.

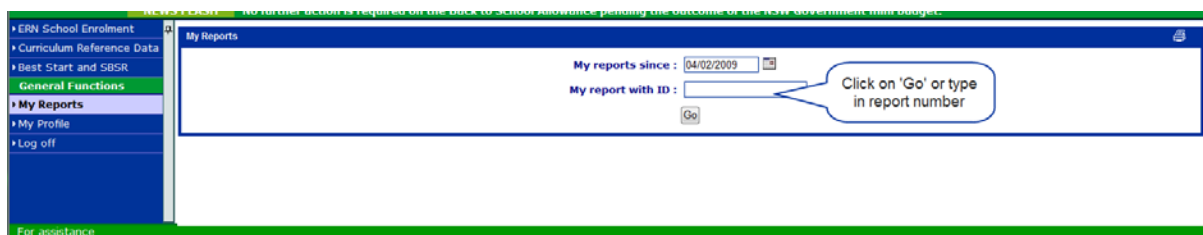
**Step 4** - Decide if the 'Student Group Listing Report' is required to be sent to your email address.

**Step 5** - Click on 'Schedule Report', a message will confirm the report was generated.

Select 'My Reports' to view the report.

## Printing Requested Reports To a Local Printer

Any reports created in SBSR can be accessed from the 'My Reports' navigation button found on the left hand side of the screen. Click on 'Go' to view reports generated from the date shown or change the date to view reports generated at other times. All reports generated will appear in a list ready for download. Select the report you wish to view by clicking on the word 'Download'. The reports are created as pdfs and all are zipped with Winzip which require you to either save or open them from their current location.

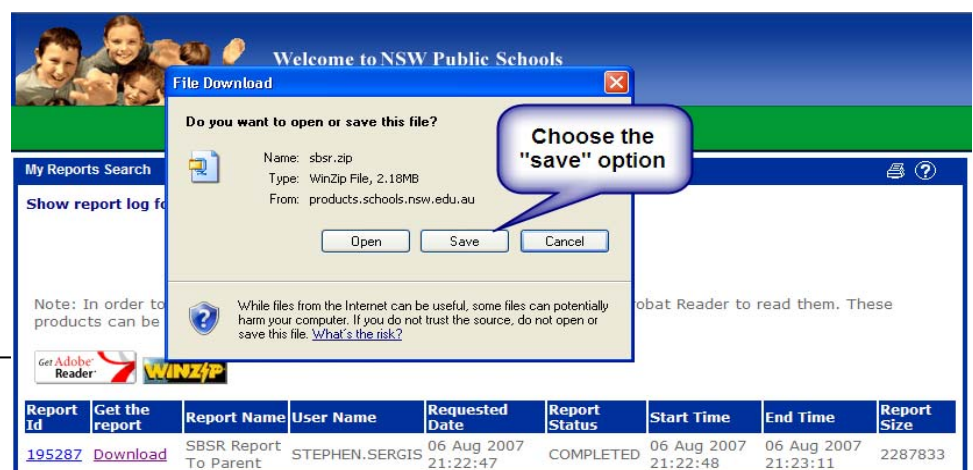


All reports requested by the user will appear in a list. The latest requests will be at the top of the list. To be able to print a report you must first download it to your local computer, which must have Winzip installed.



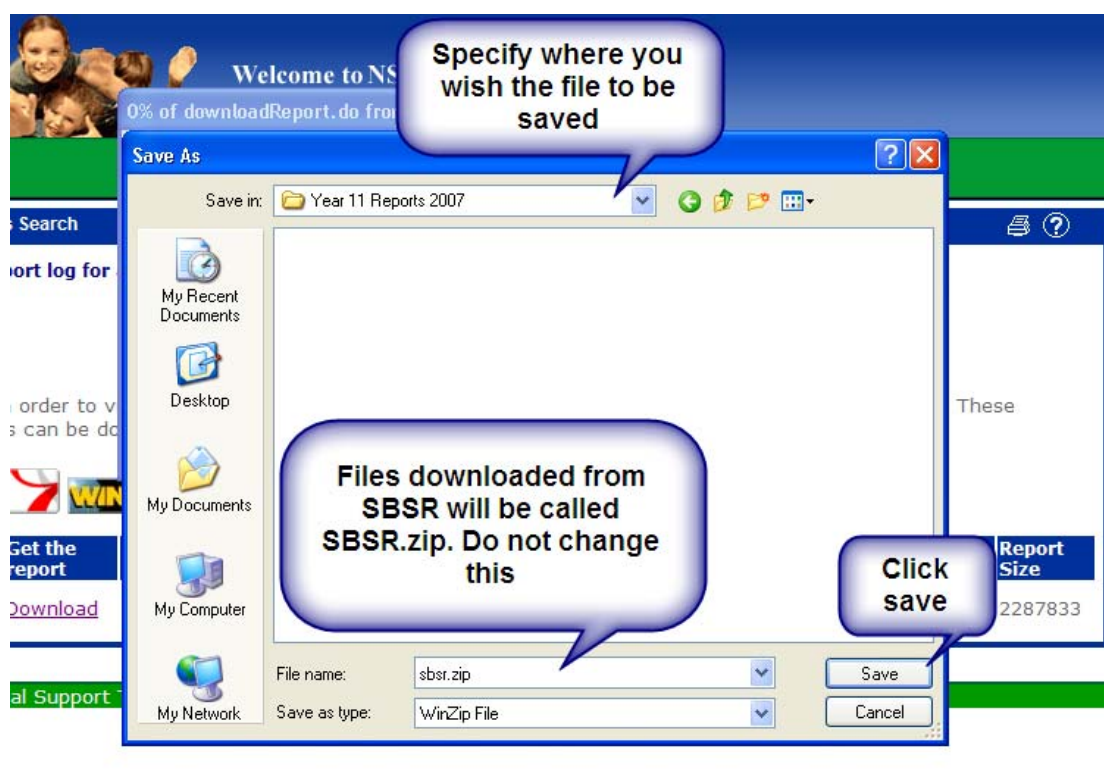
A dialogue box will appear giving the user 2 options - either to open or save the file. Choose 'Save' the file.

The user will then be prompted to specify a location for storage of the file/s to be downloaded e.g. desktop.



## Printing Reports

If you wish the downloaded reports to be accessed by other members of staff, select a 'shared' location on the school network.



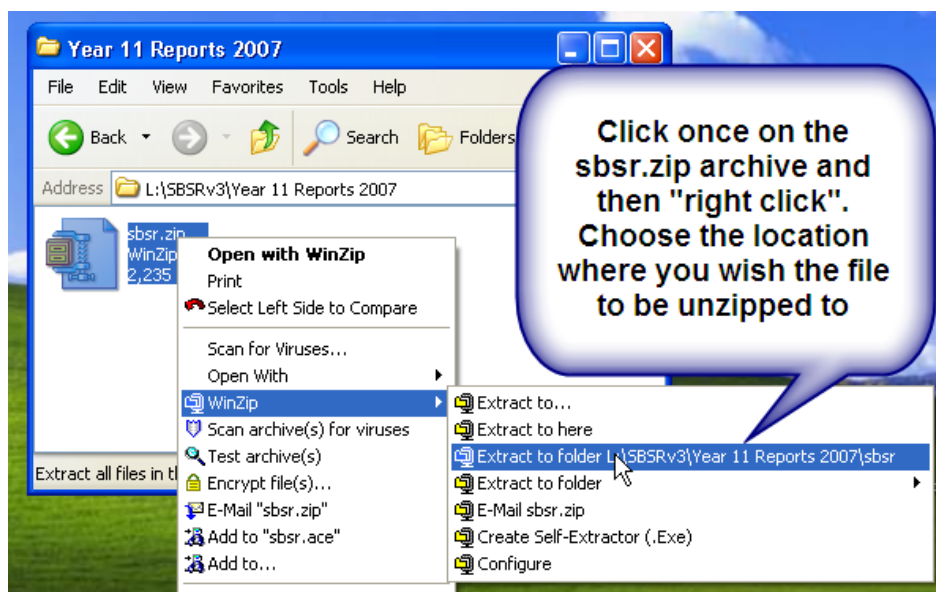
Once the file has been saved, a Winzip archive icon will appear.



Users have two options to extract the downloaded files.

1. Right click method
2. Using the Winzip wizard

### Unzipping -Using the Right Click Method



A folder called 'sbsr' will appear in the location selected.

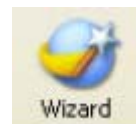




Double click the unzipped folder with your school reports. Depending upon options selected in 'Produce reports to parents' area of the software, the 'sbsr folder' may include further folders containing roll classes, or a series of pdf files for particular students. To print these reports see the section below on 'Printing the Final Report'.

## Unzipping - Using Winzip Wizard

The Winzip wizard can be started by double clicking the sbsr archive or using the 'right click' method and selecting either 'open with Winzip' or 'Winzip executable'. If Winzip does not automatically open you may need to select the wizard button.

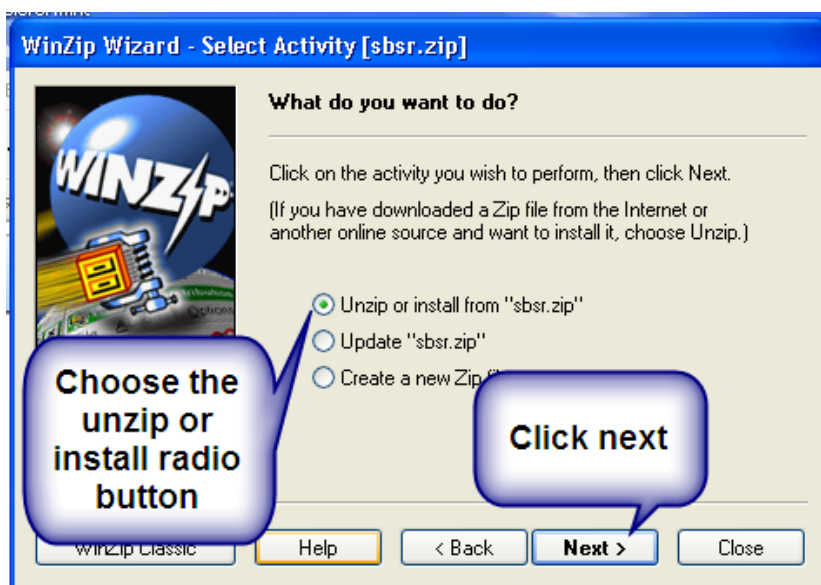


The Winzip wizard will guide you the process of unzipping the file downloaded. Click 'Next'.



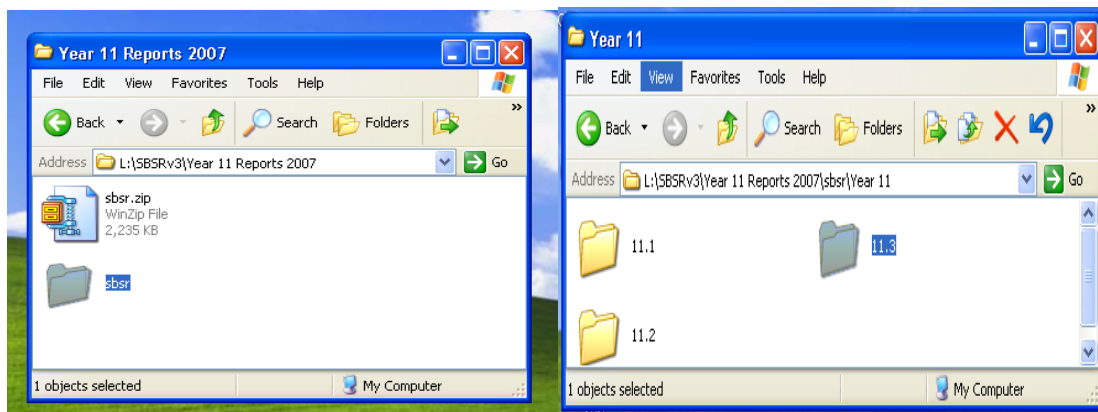
You may be asked to add this location to the Favourite Zip Folder. Click 'No'.

Another dialogue box will appear asking you - What do you want to do? Click in the radio button 'Unzip or install...' Click 'Next'.



Choose the location where you wish the downloaded files to be stored/saved.

The Winzip archive will be unzipped and the folder will open with the unzipped files.



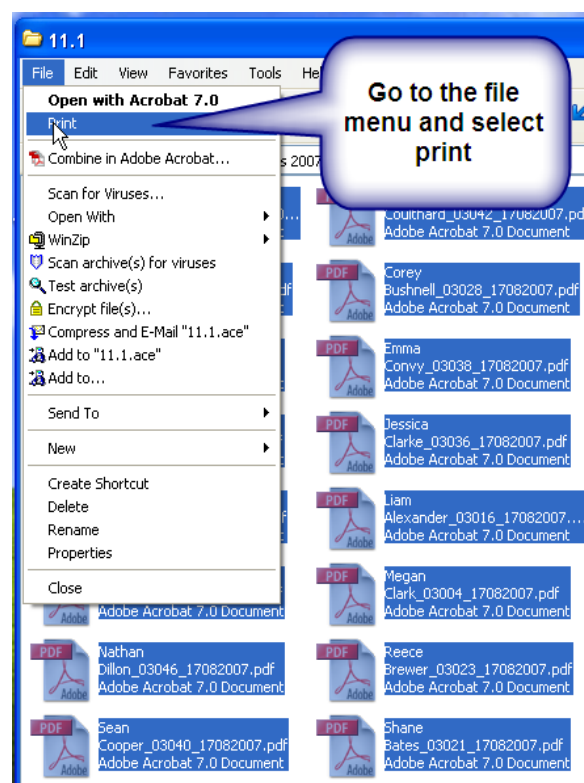


## Printing the Final Report

Double click the unzipped 'sbsr' folder that contains the reports you wish to print. Depending upon options selected in 'Produce Report to Parents' area of the software, the 'sbsr folder' may include further folders containing roll classes, or a series of pdf files for particular students.

If you wish to print all reports within a particular roll class or multiple reports in a single class then:

- click the first student you wish to print;
- select and hold down the shift key;
- click and select the last student you wish to print;
- go to the File menu,
- Select the print option.



Be aware however, that some printers may not be capable of printing multiple student reports due to lack of installed memory.